

# PANFIELD COMMUNITY ASSOCIATION

Registered Charity Number: 270564

## Minutes of the PCA Committee Meeting Held On: [19 August 2013]

Present:		Apologies	
Peter Yates	Chairman		
Christine Joyce	Treasurer		
Jennifer Edwards	Secretary		
		Rev. Dr. Julie Nelson	Trustee
Margaret Cockwell	Trustee		
		Sonal Mody	Bookings Secretary
		Michele Roskrow	Member
Stuart White	Member		

Ref.	Agenda Topic	Action
1.	Apologies were received and noted for absent members of the committee.	
2.	<p>Minutes of the previous meeting. The minutes of 15 July 2013 were considered by those present and accepted as a true record and signed by the chairman.</p> <p>Matters arising.</p> <ul style="list-style-type: none"> <li>- It was understood that Anne Cole had passed over the necessary procedures and documentation to Sonal Mody who has taken over responsibility for hall bookings.</li> <li>- Panfield Autumn Show. This item is to be addressed under agenda item 7 later in the meeting.</li> </ul>	
3.	<p>Treasurer's Report.</p> <p>Signatories for the Lloyds TSB current account have been incorrect for several months. CJ is making arrangements for the situation to be corrected and will need a copy of the signed minutes from the Annual General Meeting where she became the Treasurer to the Association.</p> <p>Action: PY/EJ to provide signed copy of the AGM minutes.</p> <p>CJ advised that some of the recent charges from British Gas were unexpectedly high and she would be looking into them when she began preparing the end of year accounts.</p> <p>Action: Latest British Gas charge to be checked</p> <p>Contributions to the cost of the publication Round About Panfield now require the Bell and the Church to make annual payments to the</p>	<p>PY/EJ</p> <p>CJ</p>

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	<p>Community Association of £80 and £180 respectively. These are to cover their shares of the extra pages in the pamphlet. JE advised that she needed to contact both parties to collect the money. CJ agreed to raise invoices to cover these charges and emphasised the need to present the invoices before the end of the financial year.</p> <p>Action: CJ to raise invoices for RAP costs to Church and Bell public house and JE to present the invoices prior to the end of the financial year.</p> <p>The cost of printing the RAP was discussed as there was now a significant increase in charges from Braintree District Council (BDC) and the Parish Council had expressed a desire to pass costs of production to the PCA. JE advised that the cost would not be passed over until there was sufficient advertising income to cover the expense. CJ confirmed that she could still obtain an improved product with use of colour printing at a cheaper rate than BDC but this would probably require the consent of Chris Bassett to this change.</p> <p>Action: JE to consult with Chris Bassett on changing printing suppliers.</p> <p>PY asked if the invoice had been received for the recent electrical inspection and certification work from Tom Smith and, as it had not, would contact the supplier.</p> <p>Action: PY to chase electrical inspection invoice with supplier.</p>	<p>CJ/JE</p> <p>JE</p> <p>PY</p>
4.	<p>Hall Bookings Report. JE reported that she would be making arrangements for the dates of regular bookings of the hall to be on the parish web site so that potential users might see which days were unavailable.</p> <p>In the absence of SM the bookings report was not available and the committee therefore continued the discussion on the setting of rates for hall hire taking into account the draft hall costs breakdown from agenda item 8.</p> <p>SW stated that he had prepared draft costs based on the period of time he was the PCA treasurer and that a number of costs were based on estimates. He asked the members present to consider whether or not he had included all of the current overheads and advise him of any ones that were missing. In establishing new rates for hall hire it would be necessary to know the amount of income being generated from regular bookings and to get an average of the income from ad-hoc bookings over perhaps a three year period. These income figures taken together with the overheads would enable the committee to more accurately define new rates.</p>	

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	<p>There was discussion on the variable rates that were currently in operation and CJ agreed to provide a list of what was being charged to each hall hirer to better inform the committee's decisions.</p> <p>Action: CJ to provide list of rates being charged to hall hirers.</p>	CJ
5.	Panfield Parish Council Meeting. There was nothing to report.	
6.	<p>Hall Acquisition.</p> <p>Current situation on business plan. This has been received and reviewed by Simon Hughes and Councillor Derrick Louis who have made the following information available. Essex County Council has valued the hall at £150,000 and their policy is to only transfer assets which are no longer required if the value falls below £50,000. The ECC do have an assisted purchase scheme which provides a contribution of £80,000 or 25% of the valuation, whichever was the smaller and would amount to a contribution of £37,500. Simon Hughes also questioned how the business plan would deliver the necessary income to effect the building improvements.</p> <p>JE has organised a free of charge valuation to take place for comparison with that of ECC.</p> <p>Championing the case for Panfield. There is a continuing need for the hall acquisition to be pressed with ECC. Following Anne Cole's resignation this role will now devolve back to the other members of the PCA management committee.</p> <p>Correspondence available to the committee. There are historical documents detailing previous negotiations with ECC together with copies of the lease. Anne Cole has provided copies of the business plan, email correspondence with ECC and the Assisted Purchase documentation.</p> <p>Activities to progress the action. Councillor Roger Walters of Essex County Council and Simon Hughes have asked to meet with the PCA chairman and treasurer to discuss the hall lease in the light of the PCA's inability to now fund the purchase of the hall. Consideration to be given to changing the maintenance clauses so that the PCA is no longer constrained by the full repairing and maintenance clauses. This would enable the release of some of the money owned by the PCA to be used to improve the building.</p> <p>Action: Prior to PY/CJ meeting with ECC hall historical documents (lease, property valuations etc.) to be obtained for consideration by the committee at a meeting to be held at 1530 on 6 September.</p>	ALL





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	<p>Hanging baskets have been removed because plants died from lack of water.</p> <p>CJ Supplies requested the sanitary bin to be put out for collection by 6 in the morning. Peter has been telephoned to come and put it out. This is part of the cleaner's duties and there may be a need for that job to be better defined. There is also a need for job descriptions for the posts held by committee members e.g. Treasurer, Chairman, Bookings Secretary, Secretary.</p> <p>Action: Job descriptions to be created when possible.</p>	
10.	<p>Next meeting 23 September 2013 in the village hall.</p> <p>There being no further business the chairman closed the meeting.</p>	

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**Peter Yates - Chairman**  
**Panfield Community Association**

**Date Approved:** \_\_\_\_\_