

# PANFIELD COMMUNITY ASSOCIATION

Registered Charity Number: 270564

## Minutes of the PCA Committee Meeting Held On: [15<sup>th</sup> July 2013]

Present:		Apologies	
Peter Yates	Chairman		
Christine Joyce	Treasurer		
Jennifer Edwards	Secretary		
		Rev. Dr. Julie Nelson	Trustee
		Margaret Cockwell	Trustee
Anne Cole	Bookings Secretary		
Michele Roskrow	Member		
Stuart White	Member		
Sonal Mody	Member		
Bill Saward, Chairman Panfield Parish Council			

Ref.	Agenda Topic	Action
1.	Apologies were noted for the absent members of the committee and PY welcomed Sonal Mody as a new member of the Committee. He also welcomed Bill Saward in his capacity as Chairman of the Parish Council and the opportunity this gave for the two groups to work more closely together.	
2.	Minutes of the previous meeting and matters arising. There were insufficient members present to hold the meeting scheduled for June and so the minutes of the 20 <sup>th</sup> May were considered and approved without change and duly signed by the Chairman.	
3.	<p>PCA charity administration and the duty to act collectively. The committee members discussed a recent event where it was proposed to provide free use of the hall for a charity fund raising event.</p> <p>There was general agreement that any free use of the hall was not within the gift of the Bookings Secretary and Chairman alone as there had been no resolution to allow delegated responsibility for this matter. It was also noted by members that the PCA is a charity itself and relies on hall booking fees to pay for the hall rental and maintenance.</p> <p>It was resolved that there would be no free use of the hall for charitable fund raising. However the Association might wish to make a contribution by way of a donation to a deserving charity. This would require the agreement of a majority of committee members forming the necessary quorum at a committee meeting with full disclosure of the benefiting charity and the amount donated.</p>	

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4.	<p>Committee member resignations. AC confirmed the contents of her earlier email in that this would be her last attendance as a committee member as she wished to resign her role as Bookings Secretary.</p> <p>PY advised the committee that he would be resigning his position as Chairman in December as he wished to pursue other interests.</p> <p>CJ indicated that she might also have to resign as she would need more time to run her business in the future.</p> <p>These three key resignations would leave the Committee in a much reduced state and it was felt by all that there was a need to recruit new members without delay.</p>	
5.	<p>Hall acquisition update</p> <p>AC reported that she had been in contact with representatives from Essex County Council and that they had acknowledged the interest of the Association in acquiring the hall. They had also considered the draft business plan submitted earlier and would respond in due course.</p>	
6.	<p>Treasurer's report</p> <p>CJ gave a verbal report of the financial situation and indicated that a written report would follow. The deposit account continues to increase slowly and now stands at £15,198.</p> <p>PY passed over £105 of income from the keep fit class, which continues to flourish, and also provided receipts for costs incurred in running the fete.</p>	
7.	<p>Hall bookings report</p> <p>AC reported that some groups that booked the hall created considerable mess and failed to clear up after themselves.</p> <p>Costs of participation in the upcoming craft fair were discussed and it was agreed that villagers would be charged £5 and people from outside the village £10.</p> <p>Following on the resignation of AC as a committee member Sonal Mody kindly offered to take up this position and was duly welcomed as the new Bookings Secretary.</p> <p>Action: AC to pass over any procedures and other documents pertaining to hall booking and inform SM of best practices with regard to this role.</p>	AC
8.	<p>Panfield Parish Council meeting</p> <p>Information from the recent Parish Council meeting was presented and</p>	

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	<p>the following was noted.</p> <ul style="list-style-type: none"> <li>- The Children's Activity Day was no longer being offered in Panfield.</li> <li>- Superfast Broadband was being touted across the country and committee members were encouraged to fill out the survey forms to show Panfield should be one of the first to receive it.</li> <li>- Road salt for gritting roads round Panfield has been ordered in preparation for this winter.</li> </ul>	
<p>9.</p>	<p><b>Panfield Fete 2014</b></p> <p>A general discussion on arrangements for next year's fete then followed and it was agreed that combining the fete and the Bell's beer festival this year had proven a success. Numbers of people attending both events had been significant and proven profitable for all participants.</p> <p>For 2014 it was agreed that there was a need for more food vendors. Dog waste bins needed to be provided for those participating in the dog show and the fete needed to be arranged so that it did not clash with Braintree Carnival.</p>	
<p>10.</p>	<p><b>Any Other Business</b></p> <p>Panfield Autumn Show. MR gave a presentation of the possible format of the show and invited committee members to comment once they had reviewed the text.</p> <p>Hire of Hall. There was a general discussion on the rates for hiring the hall and concern that the existing charges might not be sufficient to cover the ongoing costs for providing this facility. PY asked SW to review the costs of running and maintaining the hall.</p> <p>Action: SW to liaise with CJ and provide costs for the ongoing use of the hall.</p> <p>It was suggested that a new flat rate of £15 per hour be adopted from September for any new rental contracts but that existing rentals continue at the current rate for the present. In addition consideration would be given to discount regular bookings of the hall. It was further suggested that clubs should be notified that rentals were being reviewed and that there might be an increase in the future.</p> <p>There was no clear conclusion from the discussion as there are several different amounts currently being charged for rent, some by the hour and some by a session of several hours. It was agreed that a simpler and clearer charging system was needed but one that would not alienate hall users and drive them away.</p>	<p>All</p> <p>SW</p>

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	Further discussion on this matter is to follow when costs of running the hall have been established and a fair means of setting rates has been agreed so that smaller groups are not unfairly penalized by heavy rent increases.	
11.	Date of next meeting and close  Next meeting 19 <sup>th</sup> August 2013 in the village hall.  There being no further business the chairman closed the meeting.	

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

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