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| Agenda Item | Discussion | Action | By Whom | Deadline |
| 1. **Present** | PD, KR, HB, JE,MS,HM, JM, AH |  |  |  |
| **2. Apologies for Absence:** | AMcP, MH |  |  |  |
| **2. Minutes of Last Meeting:** | Agreed by those present at last meeting |  |  |  |
| **3. Matters Arising:** | * Amazon Smile Account * EON Analysis - currently in a decent situation around £200 p.m. Income currently covering costs, Rebate form completed * Suffolk SES Business Water, PD has e-mail trail, they have agreed they don’t supply us anything, but have taken two payments * Planning permission for shed granted – refund for half cost received. Need to get shed base completed * End of hire checklist – tested by Denise and John – what to do with the form? Decided it needs to be put in post box. Question do we need a new box that can be locked? Yes a metal one * Should we keep the gates to the car park open, discussed whether to have a trial period, agreed not to as it was felt that once the path was in place it would not be an issue. | Submit form  Need refund on payments  Contact Adrian Cox  Post box to be purchased and fitted | PD  PD  PD  KR  MS | Next meeting  ASAP  Next meeting  ASAP |
| **4. Outgoing Chairs Report** | KR once again thanked people for the gift. He wants to stay on the committee to ensure the shed base and shed are finished, but he is pleased to pass over the role of Chair.  The 100 club license will need to be renewed with the new chairs name on it. KR is happy to do a handover meeting to pass over all necessary documentation and information | Date to be arranged | KR and new chair | ASAP |
| **5. Finance Report** | i. Amended accounts for 21/22 have been submitted to the Charity Commission  ii. Details of the new trustees will need to be updated – KR has this information  iii. Online banking – PD had a conversation with Annette Dunning who suggested that we go ahead despite not having it in our schedule/scheme  iv. Members of the committee would like a presentation on projected spending and already allocated monies  v. PD asked for any other ideas for spending to be sent to him before the next meeting | Information to be sent to PD  Investigate best options for online banking  Presentation  Send ideas | KR  PD  PD  All | ASAP  Next meeting  Next meeting  Before next meeting |
| **6. Election of new chair and subsequent posts** | **Chair** – Heather and Jill have discussed sharing the job. They are happy to continue in their current roles for the time being and see how the work load goes.  **Treasurer** – Paul Diamond is happy to continue  **Secretary** – Mark Hemingway  **Bookings and Lettings** – Jill Edwards  **Event Planning** – Heather Ballantine  **Communications and Publicity** – John Meggison  **100 Club** – Michael Shipp to continue with Heather’s support  **Film Club** – Anne McPhail happy to continue  **Operational** – Heather Meggison  **Facilities/Health & Safety/Meter Readings** – David Taylor  **External Maintenance** – Michael Shipp  **Heating/Lighting Apps** – John, Jill, David | Agreed  Agreed  Agreed  Agreed  Agreed  Agreed  Agreed  Agreed  Agreed  Agreed  Agreed  Agreed |  |  |
| **7. Communication** | JM informed the committee that he and Jill are developing an electronic diary which would show when the hall is booked and by whom.  There will also be a similar version for the website which will only show when the hall is booked. | Circulate to all when ready | JM | Ongoing |
| **8. Projects Update** | i. Shed – should the base just be the size of the shed or larger? All agreed larger  ii. Pedestrian pathway, discussed whether the paving should also come from the road as well as from the gate. Agreed it should not just have the paving from the gate to the end of the parking bays  iii. Playground – JM fed back on group’s discussions. Joint presentation to PC and VHC on 7.12. Details will be placed on Whats App group, Website and in the Fisherman. Public consultation will take place after 7/12 and there will be information available at the coffee morning on 10.12. | Inform Adrian Cox  Inform Adrian Cox  All to be notified | KR  KR  JM | ASAP  ASAP  ASAP |
| **9. AOB** | i. AH raised the issue of who owns the table tennis equipment as the club wants to buy some barriers to put between the tables. It was generally felt that the equipment belonged to the club but if the club ceased to exist it would revert to the village hall.  ii. Cleaners cupboard – JM/HM offered to have a look and sort out the cupboard throwing out anything that was not necessary. Agreed we need a Spring Clean in March  iii. PC Storage – Robin had requested to be able to store PC documents in a filing cabinet in the Village Hall. It was felt that until we get the new outdoor storage there is no room at the present. Do we need to look at the legality of keeping paper copies for the VHC?  iv. We have been offered free photos and pictures to put up in the hall. Need to see them before making a decision | Set date for March Spring Clean  Look into legality of need to keep documents  Get a sample | All  PD  JE | Next meeting  Next meeting  Next meeting |
| **10. Date of Next Meeting** | 9th January 2023 |  |  |  |
| **Gemma Fraser**  **Communities Officer**  **East Suffolk Council** | Gemma presented the various projects that she is involved in across the county.  Cost of living projects; Help to access funding from Sizewell C; Community Engagement; Grant funding for projects; Ease the squeeze; Slow cooker classes; Handy person service and warm home scheme.  She links to the Rural Coffee Caravan.  JM asked if she could help with the community aspect of the playground, Gemma said yes, she can also help with planning aspect, and to contact her | PD to forward Gemma’s email to JM |  |  |