**Minutes of Meeting held on 19th June 2022 at 7:00pm**

**PRESENT: Keith Rolfe** (Chairman – **KR**), Paul Diamond (Treasurer – **PD**), Katherine MacIntosh (Secretary – **KM**), Heather Ballantine (**HB**), Jill Edwards (**JE**), Annie Mcphail (**AM**), David Taylor (**DT**)

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| ***Agenda Item*** | ***Discussion*** | ***Action*** | ***By Whom*** | ***Deadline*** |
| **1. Apologies for Absence:** | Paul Diamond   Katherine Macintosh |  |  |  |
| **2. Minutes of Last Meeting:** | Agreed and signed. |  |  |  |
| **3. Matters Arising:** | MS still waiting Plumber’s Certificate | Request certificate | MS | 19th July |
|  | Spencer Oliver’s bill | No knowledge | PD | 19th July |
|  | Amazon Smile Account and End of Year Accounts | See below | PD | 19th July |
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| **4. Chairman’s Report:** | 1. Sound Panels to be fitted by AED |  | KR | 13th July |
|  | 1. CPR Training fixed for 25th July 2022 |  | KR | 19th July |
|  | 1. Shed needs Planning Permission and a base will be required. HB asked for details of original Planning Consent – the length of time has elapsed may be a problem and a whole new application may be required. HB suggested that a “Variation of Conditions” application could be tried instead of a new Planning Application. It was thought that the Shed should be facing the ‘Screen’ window but perhaps get feedback from the Cheyney Green residents would be good before agreeing the site. | Contact Residents |  | No date set |
|  | 1. Adrian Cox is going to complete. He will also do repairs that are needed in the Hall and around. | Contact Adrian |  | No date set |
|  | 1. MS has been decorating in the Hall – Many Thanks to him |  |  |  |
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| **5. Finance Strategy:** | As PD was absent, the Amazon Smile Account and End of Year Accounts to be carried forward to the next meeting |  | PD | 19th July |
| 6. Sliding Doors | Item added to Maintenance.  It was confirmed that there wasn’t damage to the wires or socket following the wedding on 4th June – PAT test had confirmed all OK and so the deposit had been returned to the couple. |  |  |  |
| **7. Maintenance:** | 1. Key Safe - DT had got batteries for it. 2. Post Box – MS has painted the box. 3. Doors – DT will look at the doors because the seals have dropped 4. Front doors have dropped – Adrian Cox will check all doors. 5. Gutter – The end cap of the gutter (screen end of the hall) is off – MS will repair 6. Ladies Loo – A Cox thinks that the plumbing is incorrect | Contact Adrian  Get Price from AC | MS  JE | 19th July |
| **8. Projects and Events:** | 1. **Playground** – An item asking for volunteers to come forward to form a working party for the Children’s’ Playground has gone into the Yoxmere Fisherman – the party will look into all aspects of providing a suitable area. 2. **Village Fete** – An initial meeting to discuss the fete was well attended by both old/new members of the village. There will be Games, Jam/Cake stall, Raffle, Craft Stall, Fancy Dress and possibly face painting, DashAstro, Colin and his donkeys. A Recycling stall (from the Leiston Recycling Centre. Local History Exhibition and other External stall. Music to be provided by Chris Fox as per Jubilee Picnic. HB had approached external food vendors but they are already booked, however a booking may be made for 2023. Teas/Coffee and cakes will be on sale and if possible, Ice Creams. It was agreed that St Johns Ambulance would not be required as Marion Diamond, Sheila Hemingway and Diane Taylor are willing to be First Aiders. Set up will be Friday 5th August. 3. **Facebook** – Facebook is a Public Page that anyone can view – it would allow the Village Hall more Publicity (not everyone is on the WhatsApp group) but there is a need for a few people in the village to get together and do the admin. It was agreed to go ahead with a Facebook Page and KR will speak at the Coffee Morning on 9th July about Facebook and the Children’s Playground. | Organise Posters | HB | ASAP |
| **9. AOB:** | 1. No other business |  |  |  |
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| **9. Date of Next Meeting:** | Tuesday 19th July at 7pm |  |  |  |