**Minutes of Meeting held on 1st March 2022**

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

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| ***Agenda Item*** | ***Discussion*** | ***Action***  | ***By Whom*** | ***Deadline*** |
| **1. Apologies for Absence:**  | David Taylor |  |  |  |
| **2. Minutes of Last Meeting:**  | Agreed and signed. |  |  |  |
| **3. Matters Arising:**  | 1. Plumber has serviced the water heater and installed an outside tap, certificate for work done is required. There is still one toilet in the ladies without a working flush.
 | Request certificateReplace flush mechanism | MSDT | ASAPASAP |
|  | 1. Peter MacIntosh (PM) has one quotation for the heating controls and is awaiting another quotation from Spencer Oliver.
 | Accept a quotation and implement. | PM | ASAP |
|  | 1. KR will go back to AED for an up-to-date quotation for the acoustics work.
 | Obtain quotation | KR | None |
|  | 1. DT will go back to Adrian Cox and get a date and an estimate to carry out the outside work.
 | Contact Adrian Cox | DT | ASAP |
| **4. Leaflets and Banners:** | 1. Sheila Hemingway (SH) has been in contact with Leiston Press to print two trifold leaflets. Cost is £133 for 500 (250 of each leaflet) She recommends 2 x leaflet holders (internal and external), Amazon price £8.23 and £10.59 respectively. She also recommends tent cards for tables, at £35. Committee agrees for SH to proceed as it is still within the £200 CIL fund.
 | Proceed | SH | ASAP |
|  | 1. SH and JE have also looked at banners for coffee morning and film nights. Quotations obtained from Leiston Press, (2m x 0.75) £135 each. Committee agrees this should proceed.
 | Proceed | SH/JE | ASAP |
|  | 1. SH and JE have investigated a method of protecting the walls from scrapes and damage by chairs and tables. SH proposes we use a layer of Dibond 30cm high around the internal perimeter of the main hall at dado rail height. They have carried out a rough measurement and estimate a cost of about £1000. SH showed us the material in a wave design, which we all liked. They will approach Leiston Press for a quotation based on an on-site assessment.
 | Proceed | SH/JE | None |
|  | 1. JE also mooted the idea of having large canvasses produced for the walls of the Hall based on photographs, some of which Mark Hemingway has taken with his drone.
 | For next meeting’s agenda | JE |  |
| **5. Hall Update and meeting with Angus Bates:** | Minutes of the meeting with Angus Bates on 28th February were circulated.KR discussed sending his own letter to Mills & Reeve asking why this whole problem with the Land Registry has come about; he has agreed to hold off until the LR issue has been resolved. | See minutes of separate meeting |  |  |
| **6. Accounts Update:** | PD will report back regarding an Amazon Smile account at the next meeting. | Report at next meeting | PD | 19APR22 |
| **7. Finance/Strategy/ Costs Update:** | 1. PD will finalise the year-end accounts, and will carry out an analysis of Income and Expenditure.
 | Report at next meeting | PD | 19APR22 |
|  | 1. PD reports that the Buildings Insurance premium is now due - £800.
 | Pay premium | PD | ASAP |
|  | 1. PD reports that we are waiting to change our banking arrangements to enable us to have an online account. This will allow us to revise the relevant clause in the Scheme (formerly “Constitution”).
 | Report at next meeting | PD | 19APR22 |
| **8. Sunbury Homes / Land Registry Update:** | Covered in item 5, above. |  |  |  |
| **9. ACRE Update and Bookings:** | 1. JE reports that we are complying with all the new Covid updates, but we need to continue with the current practices of wiping down and cleaning.
 | Ongoing |  |  |
|  | 1. Pilates, Yoga, Dancers, Table Tennis, Carpet Bowls, Crafty Club, Band Practice nights, Coffee Mornings, Film Nights, Dash Astro are all continuing. Coastal Leisure Learning classes Spring Term ends end of March - have not heard anything as yet re future dates.
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|  | 1. **Future Bookings:**

Leiston CAB Working Lunch - 16/3Rural Coffee Caravan - morning 16/3Darsham Dogs Gigs - 26/3 & 16/4ESDC Emergency Planning Training Day 28/3Suffolk Beekeepers - 19/3, 30/4 & 7/5Horticultural Show - 2/4Children's Party afternoon 3/4Pedal Revolution – Pit-Stop morning 10/42 Day Healing Workshop - 23/4 & 24/4Village Show & Fun Dog Show - 18/6Reiki Workshop - 25/6Children's Party - afternoon 9/7 |  |  |  |
| **10. Scrap Disposal and Shed:** | 1. Following the destruction of the shed in the recent storm, PD will liaise with MS regarding taking the scrap metal to the amenity skip.
 | Arrange disposal | MS/PD | ASAP |
|  | 1. A new shed is required. MS will investigate options for the next meeting.
 | Obtain options and prices | MS | For next meeting |
| **11. AOB:**  | 1. Chairs for wedding – KR is still trying to locate some to borrow.
 | Locate additional chairs | KR | ASAP |
|  | 1. The Cleaners have requested increasing their price. KR will request a copy of their cleaning schedule for the building. The photo of the water on the floor in the main hall has been forwarded to them.
 | Follow up with Cleaners | KR | ASAP |
|  | 1. The mower needs to be removed from the hall store cupboard.
 | Relocate mower | MS | ASAP |
|  | 1. HB drew attention to there being 3 empty Coffee Morning dates, plus the Christmas one. She suggests the Committee take the Christmas date, with stalls etc. We need to find groups/societies to take on the other vacant dates.
 | Follow up | All Committee Members | MAY |
|  | 1. Summer Fete: HB is currently looking for stall-holders. She asked PD to investigate insurance for the event.
 | Investigate insurance | PD |  |
|  | 1. Walking Market: HB will provide KM with copy for the Yoxmere Fisherman before 14th March.
 | Provide copy | HB | 14MAR22 |
| **12. Date of Next Meeting:**  | Tuesday 19th April 7:00pm |  |  |  |