**Minutes of Meeting held on 25th May 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**), David Taylor (**DT**)

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| ***Agenda Item*** | ***Discussion*** | ***Action*** | ***By Whom*** | ***Deadline*** |
| **1. Apologies for Absence:** | None. |  |  |  |
| **2. Minutes of Last Meeting:** | Agreed and signed. |  |  |  |
| **3. Matters Arising:** | 1. a) MS still awaiting a certificate for plumbing work. | Reminder plumber. | MS | 28th June |
|  | 1. b) No bill from Spencer Oliver as yet for heating controllers. | Remind Spencer Oliver. | PD | 28th June |
|  | 1. c) Adrian Cox has been consulted regarding work on the path, pedestrian gate – quote £1330+VAT. Post and rail fencing along roadside – quote £948. We are still waiting on a quote for the Play Area fence. | Meet with A Cox again to finalise path and fencing etc. | MS | 28th June |
|  | 1. d) We were shown some ideas of aeriel photographs for the Hall by Mark Hemingway. | It was decided that we would come up with 6 or so ideas for photographs, in July. | JE/KM | July |
|  | 1. a) Report on Amazon Smile account. | PD asked for this to be deferred to the next meeting. | PD | 28th June |
|  | 1. a) PD to finalise end of year accounts. | PD would complete these for our July meeting. | PD | July meeting |
| **4. Chairman’s Report:** | 1. **Land Registry** – PD has checked where we stand regarding any works to be carried out. We are fine and can go ahead with the work inside and outside the Hall. 2. **Sound Panels** – KR has received a much more reasonable quote from AED to install 20 sound panels on the ceiling. 3. **Disabled access** – After a meeting with Adrian Cox it was decided that the gate and path for disabled access should go to the left of the notice board and a path be laid across to the petanque pitch. This would mean only losing one parking space. | Proceed with work.  Go ahead with accepting the quote.  Go ahead with this plan. | KR/AED  KR / MS / A Cox | June 28th  As soon as possible |
| **5. Finance Strategy:** | 1. The **windows** have now been cleaned by a local contractor. 2. PD has received 2 bills for **heating**, one of which is over £1000. He reiterated that we need to take monthly readings in order to plan our expenditure better. 3. We are still waiting for East Suffolk Planning to get back to us regarding the **erection of a shed**. No shed will be ordered until we have this. | DT to take readings.  Follow up and report at next meeting. | DT  PD | Monthly  June 28th |
| **Future Events:** | 1. The **Walking Market** was a great success, raising approximately £140. HB plans to repeat it next year. 2. **Coffee Mornings** – July may be a problem due to a lack of helpers for the Parish Council. PD said The Darsham Dogs may be able to help with this. 3. **Wedding 4th June update** – 4. Extension of outside lights until 11:45pm for 4th June. 5. Chairs to be collected from church after the ceremony – MS and AMc will help with this. 6. They are having a band, burger van, pizza van and bar. Need to make sure band stops at 11.00pm. 7. Possible extra cleaning needed, and costs incurred. This will be decided after hirers are clear of the Hall. 8. **Fisherman** entry for July (by 14th): “What’s On” and Village Fete to be included. JE will also put together a short paragraph informing villagers what we are currently working on as a committee, in order to keep the village informed. 9. **Village Show** – enquiries are coming in for stalls on the day. It was agreed that a charge of £8 for stallholders outside the village together with a contribution of a raffle prize. HB asked if we wanted to bring in food outlets to have instead of the barbecue; she would look into this. A group would be set up to help organise this event. 10. **What’s On** in July – KM will do this before going on holiday. JE will provide any events to go on it. 11. **Wine Tasting** on 24th September – Jill will speak to Adrian Cox about this. 12. **CPR Training** – the date for this is yet to be confirmed. We have had a large number of interested folk for this course. | Follow up with Parish Council and liaise with PD if necessary.  Set timer.  Transport chairs.  HB will attend to remind hirers of time.  Check condition of Hall on Sunday.  JE and HB to arrange.  Approach stall holders.  Find out about food outlets. Set up a working group.  Produce “What’s On” for notice boards and Web Page.  Consult AC about format for the event.  Arrange a date for training session. | HB  PM  MS/AMc  HB  JE  JE/HB  HB  KM/JE  JE  KR | June 28th  June 4th  June 4th  June 4th  June 5th  June 14th  June 28th  May 31st  June 28th  June 28th |
| **Projects:** | 1. **Clothing recycling point**. It was decided that we wouldn’t take this up at the moment. | Contact Asto Clothing Banks. | JE |  |
| **AOB:** | 1. Use of the **heating and lighting Apps** – Peter MacIntosh is willing to give a short training session to anyone needing the App on their phone. DT and JE agreed to do this. A session will be arranged. 2. **Bicycle rack** – this needs to be fixed to the outside wall to the left of the main doors. 3. Use of the **key safe** in the cleaner’s cupboard – no decision has been made on this. 4. **AGM** – provisional date of 19th September | Organise a training session in July/August.  DT and PD will do this after their holidays.  To be confirmed at a later date. | PM  DT/PM  Committee | July/August  July  July meeting |
| **Date of next meeting:** | 28th June 7:00pm – Annie McPhail to send out agenda and take the minutes. | Produce Agenda. | AMc | June 21st |