

Agenda Item	Discussion	Action	By Whom	Deadline
<b>1. Present</b>	MS, JE, HB, MH, AMcP, JM, HM, AH, DT			
<b>2. Apologies for Absence:</b>	PD			
<b>3. Minutes of Last Meeting:</b>	Agreed by those present at last meeting.			
<b>4. Matters Arising: summary of outstanding action points awaiting activity from previous months</b>	<ul style="list-style-type: none"> <li>a) Advice and quotation wrt the tree line to the North of the VH property, now to be stalled until the autumn.</li> <li>b) Download of manuals for heaters next to toilets</li> <li>c) Keeping of VH documents – will be retained in VJ subject to clear out of stores</li> <li>d) New chairs have been purchased, trolley arriving w/c 30/04</li> <li>e) Organisation <a href="http://www.easyfundraiser.org.uk">www.easyfundraiser.org.uk</a> to be applied for</li> <li>f) Names of VH committee members to be added to the DVH website, Query related to GDPR to be discussed at next meeting.</li> <li>g) Enquiries to the DVH committee to be redirected to the info address</li> <li>h) Addition of information to the DVH conditions of hire prohibiting the release of balloons, fireworks etc;</li> <li>i) A list of ongoing DVH projects to be added to the DVH website</li> <li>j) List of village photos to be given to Mark. Mark will take a large quantity of village photos once the weather clears in the Springtime. We can then select from these images what we require</li> <li>k) Fencing at side of hall will be done w/c 30/04</li> </ul>	<ul style="list-style-type: none"> <li>Advice &amp; quote req.</li> <li>Completed</li> <li>To be moved</li> <li>Completed</li> <li>To be applied for</li> <li>Completed</li> <li>Completed</li> <li>Completed</li> <li>Completed</li> <li>To be arranged</li> <li>In progress</li> </ul>	<ul style="list-style-type: none"> <li>HB</li> <li>PD</li> <li>JE</li> <li></li> <li></li> <li></li> <li>MH</li> <li>DT</li> </ul>	<ul style="list-style-type: none"> <li>October 23</li> <li>May</li> <li>Next meeting</li> <li></li> <li>Weather dependant</li> <li>Next meeting</li> </ul>
<b>5. Chairpersons Report</b>	<ul style="list-style-type: none"> <li>a) Property registration – KR has now resigned from DVHMC as his duties have now been completed.</li> <li>b) Hall management activities – an outline plan has been created and agreed, next step is for all DVH committee to take a look and contribute to this so that Mark and David can attempt to complete in time for the next meeting.</li> <li>c) Charity commission scheme – amendment to the scheme are required to update, copy of existing scheme to be circulated to the DVH committee for comment</li> <li>d) Discussion had with existing hall hirers regarding cleanliness of hall floor after use</li> </ul>	<ul style="list-style-type: none"> <li>No action</li> <li>Further completion required</li> <li>Existing scheme circulated</li> <li>No further action required</li> </ul>	<ul style="list-style-type: none"> <li>MH/DT</li> <li>JE</li> </ul>	<ul style="list-style-type: none"> <li>Next meeting</li> <li>Next meeting</li> </ul>

<b>6. Finance Report</b>	<ul style="list-style-type: none"> <li>a) We agreed that a risk assessment be carried out for the VH and all hirers be asked to also complete a similar risk assessment. PD has a copy of a simple risk assessment that we can complete.</li> <li>b) DVH insurance has been renewed.</li> <li>c) VH cost summary for 2022/23 to be presented.</li> </ul>	<p>Paul to produce a risk assessment that we can complete. Complete Presentation</p>	<p>PD PD</p>	<p>Next meeting Next meeting</p>
<b>7. Future event report</b>	<ul style="list-style-type: none"> <li>a) Details for a fund raising race night at the VH have been circulated. Date now set for the 25<sup>th</sup> November. Mark and Annie to work up the ideas for the next meeting.</li> <li>b) Walking market on 11<sup>th</sup> June, refreshments to be made available in VH with David leading supported by volunteers. HB to gather participants and JM to publicise.</li> <li>c) Village fete to be held on the 5<sup>th</sup> August. The Fox are happy to do the bar in the VH. There will be no BBQ only cold food/cakes provided by volunteers. Other attendees to be invited are Suffolk Wildlife, Dash Astro and The Recycling People.</li> <li>d) Parish meeting to be held on 16<sup>th</sup> May in DVH. DVH committee to participate with a table detailing what we have completed in last 12 months and what we have planned for the immediate future.</li> </ul>	<p>Ideas and requirements</p> <p>Participant list and publicity Other participants to be invited</p> <p>Project list to be created</p>	<p>AM/MH HB/JM HB JM</p>	<p>Next meeting Next meeting Next meeting 16<sup>th</sup> May</p>
<b>8. Projects update</b>	<ul style="list-style-type: none"> <li>a) Replacement key safe installed</li> <li>b) EON smart meter installed</li> <li>c) Air conditioning discussion required with Spencer not yet held</li> <li>d) Shed guttering and water butts need adding</li> <li>e) Clear out of store cupboards and move things to shed, rearrange all and make an inventory of everything in both stores and shed. Date re-booked for 3<sup>rd</sup> May from 14:00pm. Contents list needs creation by Mark.</li> <li>f) Clear out of kitchen and deep clean on 10<sup>th</sup> May 14:00pm.</li> <li>g) Acoustic folding doors now repaired</li> <li>h) Various building matters ie; plumbing in ladies loo, leaking urinal in gents loo and exhaust guard</li> <li>i) Laminated notice to be added to gate regarding use of the VH field and grounds</li> <li>j) Kickboards to be added to internal doors, discussion to be held with Spencer</li> <li>k) Painting of internal doors to be carried out before we add kickboards, quotes received and the successful one was submitted by Spike.</li> <li>l) Request for help in paying for band shelving £92.45, refused by DVH committee.</li> </ul>	<p>Completed Completed To be arranged To be arranged Arranged</p> <p>Arranged Completed To be arranged</p> <p>To be arranged To be arranged after k) below Jill to advise to go ahead dates permitting No further action</p>	<p>PD MS All JE DT JM JE</p>	<p>Next meeting Next meeting 3<sup>rd</sup> May 10<sup>th</sup> May Next meeting Next meeting Next meeting</p>

<p><b>9. Maintenance and facilities update</b></p>	<p>a) Window cleaning, internal and external, has been promised by Sally Goodacre, free of charge for June, August, October and December this year.</p> <p>b) Light inside defib unit requires replacing,</p> <p>c) Michael to check with George when the village green will be cut, and spare soil near shed to be used to level parts of the uneven green.</p>	<p>No further action, Sally has been thanked Contact defib company to advise Michael to talk to George and arrange</p>	<p>DT MS</p>	<p>Next meeting Next meeting</p>
<p><b>10. AOB</b></p>	<p>a) Playground update – Tender documents have been created, agreed and sent out to three companies, one of which is in the process of replying to us. Two companies have not answered or declined. A further four requests have been subsequently sent out to different contractors for quotation. We have asked for feedback by the 12<sup>th</sup> May from these companies as to whether they will quote with a request for bids on 26<sup>th</sup> May latest. Site visits are required ASAP by all bidders.</p> <p>b) Cost of two new banners to be investigated with Leiston Press for the village fete and the Walking Market.</p>	<p>Quotes request from five potential contractors  Quote to be obtained</p>	<p>PD/MH JM</p>	<p>Initial feedback required by 12<sup>th</sup> May  Next meeting</p>
<p><b>11. Date of Next Meeting</b></p>	<p>Tuesday 30<sup>th</sup> May @ 19:00</p>			