

Agenda Item	Discussion	Action	By Whom	Deadline
1. Present	KR, DT, MS, PD, JE, HB, MH			
2. Apologies for Absence:	AMcP, AH, HM, JM			
3. Minutes of Last Meeting:	Agreed by those present at last meeting			
4. Matters Arising: summary of outstanding action points awaiting activity from previous months	<ul style="list-style-type: none"> a) Amazon Smile Account b) Suffolk SES Business Water, PD has e-mail trail, they have agreed they don't supply us anything, but have taken two payments c) Planning permission for shed granted – refund for half cost received. Need to get shed base completed 	No action required See finance report See projects update		
5. Chairpersons Report	<ul style="list-style-type: none"> a) Last coffee morning in December very successful, aprox £500 raised b) Decision not to buy TV license was agreed by committee members c) The proposed increase in hire fees by the Dancing group was declined for the moment until we have made a full assessment of our cost/income status. d) The latest Title Deeds to the VH from Mills and Reeves have been returned to them for completion and processing 	None None None at moment Chase Mills and Reeves for further action	JE	Next meeting

<p>6. Finance Report</p>	<p>a) Bank options – A number of possible bank options were presented; decision was made to go back to HSBC and ask whether they can remove their charges for depositing cash. If the answer is no, we should investigate the option of switching to Barclays.</p> <p>b) Annual cost/income summary to be delayed to the end of March so that we can compare annual situation on a like for like annual basis.</p> <p>c) Rent comparisons year on year to be compared for end March</p> <p>d) Suffolk SES Business Water are not responding to our repeated demands</p> <p>e) EON energy bills update required</p> <p>f) Feasibility and costs for potential air conditioning/heating to be installed</p> <p>g) Safeguarding newsletter and update (childrens update was done in 2020)</p> <p>h) Winter hardship grant now applied for</p> <p>i) LJ Window cleaning to be asked to clean inside of hall windows</p>	<p>Refer to HSBC and then investigate Barclays in Leiston</p> <p>Delayed until end March</p> <p>Comparisons yoy</p> <p>Escalation to their CEO</p> <p>Waiting next bill</p> <p>Discussion with Spencer</p> <p>Follow up</p> <p>Awaiting outcome</p> <p>Instruct to clean</p>	<p>PD</p> <p>PD</p> <p>JE</p> <p>PD</p> <p>PD</p> <p>PD</p> <p>HB</p> <p>PD</p> <p>PD</p>	<p>Next meeting</p> <p>April meeting</p> <p>April meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>April meeting</p> <p>Next meeting</p> <p>Next meeting</p>
<p>7. Future event report</p>	<p>a) Bookings calendar is working well and we have good occupancy of VH</p> <p>b) We have one vacant slot for monthly coffee morning in July</p> <p>c) Film nights are all ongoing and working well</p> <p>d) Quiz – scheduled for the 25th February – is this still going ahead?</p> <p>e) DISS ensemble booked for 26/03/23 and all confirmed with refreshments. No tickets will be sold in advance</p> <p>f) Summer Fete will be held on the 5th August, Heather will approach the Fox pub and ask if they would be interested in running a simple burger and hot dog BBQ alongside the bar.</p> <p>g) Walking market – next one scheduled for the 11th June</p> <p>h) Village Burns evening is planned and booked into the diary for 25th January 2024</p> <p>i) At the Village Fete, David asked whether we can hold a Tombola/Raffle this year to speed up and simplify – all agreed yes</p>	<p>None</p> <p>None</p> <p>None</p> <p>Yes -no action</p> <p>None</p> <p>Fox to be approached</p> <p>None</p> <p>Book into diary</p> <p>None</p> <p>None</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>HB</p> <p>HM</p> <p></p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p>Next meeting</p> <p>ASAP</p>

<p>8. Projects update</p>	<p>a) Shed base needs completing before end January. Adrian Cox needs chasing, if he cannot do this David, Michael and Keith will organise.</p> <p>b) Water ingress around windows</p> <p>c) Damp brickwork to left of entrance hallway, near front door</p> <p>d) Misaligned roof tile</p> <p>e) Missing guard on exhaust discharge pipe</p> <p>f) Plaster defects in hall roof need attention</p> <p>g) Foul water leak behind w/c pans in female toilet & replacement of poor fittings, can we speak to “David” from Yoxford.</p> <p>h) Pedestrian pathway from new gate to boules area. Adrian Cox needs chasing, if he cannot do this then can we try company “Kiwi” for a price.</p> <p>i) New fencing from existing fencing to Oak tree adjacent to The Street, can we approach companies “Kiwi, Auld and Jordan”</p> <p>j) Folding doors – Keith has given a demo on use to committee and it was agreed to keep existing “do not use” signage in place and only to use these doors in very rare occasions, only to be moved by a committee member. In the meantime we should get Chris Martin to inspect and fix trim.</p> <p>k) Policies and Procedures – decision on who should lead</p> <p>l) Heating and Lighting control delegation</p> <p>m) Village Hall caretaker/cleaner discussion</p> <p>n) Playground project developments with JM. in JM's absence JE understood that the working group were still discussing options.</p> <p>o) Cheyney Green management committee have not been in touch with respect to VH contribution to roadway. Paul to write to Sunbury Homes regarding this</p> <p>p) Request for VH to maintain trees along The Street bordering VH land</p> <p>q) Manuals required for the heaters in the Ladies and Gents toilets</p>	<p>KR to chase Adrian and come back to DT</p> <p>No action required</p> <p>Wait one month to see if problem still exists</p> <p>No action required</p> <p>Requires a guard fitting</p> <p>In hand</p> <p>Plumber to be appointed</p> <p>KR to chase Adrian and come back to DT</p> <p>Approach for pricing</p> <p>Discuss with Chris Martin</p> <p>Defer to April meet</p> <p>Agreed no action</p> <p>Park until after review in April</p> <p>More information to follow</p> <p>Write - Sunbury homes</p> <p>Request tree surgeon to advise on any actions required</p> <p>Download from the internet</p>	<p>KR</p> <p>MS</p> <p>MS/DT</p> <p>MS</p> <p>MS/DT</p> <p>KR</p> <p>DT</p> <p>JE</p> <p></p> <p>JM</p> <p>PD</p> <p>HB</p> <p>DT</p>	<p>By Friday 14/01</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
<p>9. Maintenance and facilities update</p>	<p>Nothing further to add at this time</p>			

<p>10. AOB</p>	<p>a) 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</p> <p>b) 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?</p> <p>c) We have been offered free photos and pictures to put up in the hall. Need to see them before making a decision</p> <p>d) Mark advised that he plans to put in place extra facilities for a village based emergency response team – to be advised in due course by MH</p> <p>e) Are we able to source a rooted Christmas tree for the future to avoid the hassle of erecting a non-rooted tree – yes the Village Committee has already approved this expenditure, MH and MS to arrange later in the year</p>	<p>Set date for March Spring Clean</p> <p>Look into legality of need to keep documents</p> <p>Get a sample</p> <p>To be sourced</p>	<p>All</p> <p>PD</p> <p>JE</p> <p>MH/MS</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>June</p>
<p>11. Date of Next Meeting</p>	<p>20th February @ 14:00</p>			