

| Agenda Item                                                | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action                                                                                            | By Whom                              | Deadline |
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| 1. Present Village Hall Management Committee (VB) 20/05/25 | Presented by (JE), Becky Ling (BL), Alison Robinson (AR) Philip Robinson (PR), Annie McPhail (AM) , Michael Shipp (MS) Ron Clark(RC) Sally Goodacre (SG)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                   |                                      |          |
| 2. Apologies for Absence:                                  | David Taylor(DT) Alan Holland(AH) Jane Holmes(JH)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                   |                                      |          |
| 3. Minutes of last meeting                                 | Agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | HB & JE to sign/complete                                                                          | HB & JE                              |          |
| 4. Matters Arising                                         | <p>PR &amp; AR investigated DVHMC paying for Garden Waste Removal but as we pay non-domestic rates it was agreed that MS and others would remove the waste.</p> <p>Upholstery Cleaning of Chairs<br/>The Charge of £90 covers checking each chair and steam cleaning them – As chairs will need to dry outside it needs to be done when the weather is fine. All agreed the cost of £90</p> <p>Tables<br/>Some tables have collapsed which means they are not safe. MS &amp; RC will check all the tables.<br/>It was agreed that a 2<sup>nd</sup> tool for releasing the legs should be bought.</p> <p>Storage of tables<br/>It was agreed that we should look at a safer way to store the tables eg a rack – SG will look at the rack at Bruisyard Hall</p> | <p>Action complete</p> <p>All tables to be looked at<br/>Obtain a new tool for the table legs</p> | <p>MS&amp;RC</p> <p>HB</p> <p>SG</p> | ASAP     |
| 5. Chairs Report                                           | <p><b><u>Update from Parish Council Meeting</u></b></p> <ul style="list-style-type: none"> <li>Planning permission for shed at the village hall has been granted. Date of erection set for 4<sup>th</sup>/5<sup>th</sup> September. Cox Construction will manage car park safety</li> <li>Sizewell has bought the front piece of land from the owners of High Lodge, who had Planning Permission for “holiday” type lodges – 5 bed to 2bed plus 3 tree houses. It is likely that this will be changed.</li> </ul> <p><b><u>Fire Safety</u></b></p>                                                                                                                                                                                                            | HB to continue to provide updates.                                                                |                                      |          |

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|                                              | <ul style="list-style-type: none"> <li>• <b>JE met with Simon from Norfolk Fire Group for the initial Fire Assessment. there are a number of important things that need to be worked through eg Evacuation Route. It was agreed that this requires a meeting to discuss the Fire Assessment Report and work through the recommendations. PR offered to prioritise the list for us and the meeting will be on the 12<sup>th</sup> August.</b></li> <li>• <b>We had received an anonymous query about the painting of Freddie Flegg in the Hall - It is by Jean Fullerton and mention was made of attaching the details to the picture</b></li> </ul> | Report prioritised<br>For meeting | PR | 12 <sup>th</sup> August |
| <p><b>6. Treasurers report</b></p>           | <p><u><b>Treasurer's Report</b></u></p> <p>The 2025/25 Audit has been completed after several items needed attention</p> <p>CCLA £22,604 BANK £11,602 PETTY CASH £154 S106 £2,280 (ringfenced)</p> <p>NEW SYSTEMS</p> <p style="padding-left: 40px;">ZOOHOO Spread sheets now in use.<br/>         IMPREST SYSTEM for petty cash which is set at £150<br/>         RECEIPTS – 100 CLUB Marion Diamond will give a receipt to anyone who gives cash</p> <p>CHARITY COMMISSION REPORT</p> <p style="padding-left: 40px;">AR has done preparatory work for the Charity Commission report</p>                                                           |                                   |    |                         |
| <p><b>7. Future Events and Functions</b></p> | <p><u><b>Summer Fete – Saturday 9<sup>th</sup> August</b></u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                   |    |                         |

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|                                       | <ul style="list-style-type: none"> <li>Banners – Fête banner is up at the Hall. Banner is needed at the end of The Street MS will do before end of July</li> <li>Posters PR will do Posters for the event and these will be put up in various locations</li> <li>STALLS</li> <li>Books, Produce Plants, Refreshments, Bar, Raffle, Tombola, “Made in Darsham” Games Welly Wanging, Skittles – Possibly Dave Carr and Cora will have stalls.</li> <li>Runners and Helpers are needed in addition to Mary Flower, who is looking after Wool Ian H will help with games and ?Erika with Plants.</li> <li>A “call out” will be put on the Village WhatsApp</li> <li>BBQ</li> <li>BL will run the BBQ – JeremyThickit will supply 50 burgers and 50 long sausages for hot dogs 50 burger buns &amp;50 hot dog rolls are needed HB will speak to Crystal about cheese slices and fried onions MS to check the Hall gas BBQ</li> <li>Gazebos there will be a “dry” run with the gazebo donated to us which hasn’t been used. Other gazebos and tents will be erected at 1600 on Friday 8<sup>th</sup></li> <li>Tables these will be put up on Saturday morning</li> <li>Signs – HB will redo signs</li> <li>Floats – AR will arrange floats AM will provide Refreshments float</li> <li>Bins for glass &amp;recycling – AM will supply 2 brown bins for this</li> </ul> <p><b><u>Autumn Race Night – AH &amp; RC</u></b><br/>AH has confirmed that Mark Hemingway will be MC</p> <p>Future Events<br/>Lowestoft Longshore Men have offered to a concert next year. It was agreed that costs need to be checked before confirming this</p> | <p>Fête Banner by A12</p> <p>Fête Posters</p> <p>All to report back at next meeting</p> <p>Village WhatsApp</p> <p>Gas BBQ to be checked<br/>Source cheese slices &amp;onions</p> | <p>MS</p> <p>HB</p> <p>MS<br/>HB</p> <p>HB<br/>AR AM</p> | <p>31<sup>st</sup> July</p> <p>ASAP</p> |
| <p><b>8. Management Checklist</b></p> | <p><b><u>Management Checklist</u></b></p> <ul style="list-style-type: none"> <li>HB has simplified the list into weekly, monthly etc. The Cttee went through the list and discussed frequency dates and checked whether some of yearly items had been</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>.</p>                                                                                                                                                                          | <p>HB<br/>ALL</p>                                        |                                         |

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|                                   | <p>completed. HB will send out the list for the Cttee to look at and let HB know if anything needs changing.</p> <ul style="list-style-type: none"> <li>• BL was asked to let JH &amp;SG know about policies</li> </ul> <p>SHED &amp;STOREROOM TIDY<br/>It was agreed that this should be done after the Fête</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                            | BL                           |  |
| <p><b>9. Current Projects</b></p> | <p><b>Current Projects</b><br/><b><u>Playground Update – inspection</u></b></p> <ul style="list-style-type: none"> <li>• HB reported that Caloo said that they had never known a see-saw to break before but have agreed to repair it under guarantee</li> <li>• Peter Darby has made an offer of weed-killing free of charge for the area between the 2 fences however before that can be done the rubble that is in that area needs to be removed. MS&amp;RC will look at what is required and which contractors to approach – they will report back. It would be possible to use some of the S106 money</li> </ul> <p><b><u>Village Hall Field Update –</u></b></p> <ul style="list-style-type: none"> <li>• HB said that the team are looking at a 4<sup>th</sup> revision which will be sent to James at Sizewell and hope that it will hit the deadline (James has been on holiday). Eco Drains will be asked for a revised quote for the “walking path “ with part of it being wheelchair friendly</li> </ul> <p><b><u>2025/2026 Work Slate/Big Ticket Items</u></b></p> <ul style="list-style-type: none"> <li>• COOLING SYSTEM FOR HALL – During the hot weather there are problems with the temperature in the Hall and various suggestions have been made eg a mobile cooling system. PR has spoken to 2 companies but they are on holiday. Spencer Oliver was approached (because that is his business) and we would be looking at £20,000 to put in a system that would work. There is a Rural Village Halls Repair &amp; Improvement Fund but the deadline is the 16<sup>th</sup> September. AR said the although we have a large reserve, a certain proportion of the CCLA is restricted to</li> </ul> | <p>Area between 2 fences by playground to be looked at</p> | <p>MS &amp; RC</p> <p>HB</p> |  |

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|                                                            | <p>funds for works. AR will send details to HB. It was agreed that we should get quotes and PR will liaise with Spencer Oliver</p> <ul style="list-style-type: none"> <li>• DECORATING It was agreed that the Main Hall should be left for the moment as some works may need to be done. The Hallway, Kitchen and Toilets do need decorating £360 has been quoted (£180 a day). AR will ping Chris Gallingtons number to HB</li> </ul>                                                                                                                                                                                                          |  |  | AR & PR |
| <p><b>10. Maintenance and Facilities</b></p> <p>11 AOB</p> | <p>GARDEN MAINTENANCE</p> <p>RC feels that Peter Holmes doing 4 hrs a month to suit himself will be sufficient and it was agreed the RC should co-ordinate this. MS &amp;RC will also look at “ad-hoc” teams</p> <p>RODDING</p> <p>DT has arranged for Spencer Oliver to visit the Hall next week to look at the Rodding Access point</p> <p>Gates Repair AR confirmed that Section 106 money could be used. There was some discussion about replacing them</p> <p>RC is stepping down as Captain of the Petanque Team so must step down as the Representative of Petanque. It will depend on the team whether they put anyone else forward</p> |  |  |         |
| <b>11. Next meeting</b>                                    | 12 <sup>th</sup> August 2025 - 7pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |  |         |