

Agenda Item	Discussion	Action	By Whom	Deadline
<b>1. Present</b>	Michael Shipp (MS), Jill Edwards (JE), Heather Ballantine (HB), Mark Hemingway (MH), David Taylor (DT), Alan Holland (AH), Ronald Clark (RC), Becky Ling (BL) and Philip Robinson (PR)			
<b>2. Apologies for Absence:</b>	Annie McPhail, Paul Diamond			
<b>3. Minutes of Last Meeting:</b>	Minutes from the last meeting on 20 <sup>th</sup> February 2024 agreed and signed			
<b>4. Matters arising</b>	<ul style="list-style-type: none"> <li>a) Remote CCTV –Long term back up on the cloud has been arranged at £80 per annum. All operational.</li> <li>b) Sum up machine can be used by any nominated person, but only one user per occasion. AM to be trained in use of machine.</li> <li>c) Kitchen tidy up now all done, spare glasses now in shed. Shed now requires clearing out, date set for April 18<sup>th</sup> at 10:00 am.</li> </ul>	<p>No action</p> <p>Training for AM</p> <p>Shed clear</p>	<p>HB</p> <p>Committee members</p>	<p>ASAP</p> <p>April 18<sup>th</sup> 10am</p>
<b>5. Chairpersons Report</b>	<ul style="list-style-type: none"> <li>a) Governance – New solicitor has been found – Marshall Hatchick, will ask for assistance to update our paperwork.</li> <li>b) PC meeting – insurance cover for emergency use is in place, they will come back to us regarding the extra £30k requirement for the solar panels.</li> <li>c) PC have agreed to run the Tombola and Raffle at the annual Village Fete.</li> </ul>	<p>Paperwork update</p> <p>Awaiting quote</p>	<p>JE</p> <p>PD</p>	<p>Next meeting</p> <p>Next meeting</p>
<b>6. Treasurers Report</b>	<ul style="list-style-type: none"> <li>a) Current account £4019, Deposit acct £21,295.</li> <li>b) Annual Audit – Chris Fox will be sent the annual reports for audit at the end of April this year.</li> </ul>	<p>No action</p> <p>No action</p>		
<b>7. Functions and future events</b>	<ul style="list-style-type: none"> <li>a) Crafts for kids event, proposal to hold this on the 27<sup>th</sup> May between 10-12 am. Budget of £30 has been allocated to this for materials, four helpers are required.</li> <li>b) Walking market – as we only had 12 positive respondents, we will raise this again in the April meeting to see if there has been any further interest.</li> <li>c) Village fete is fixed for 10<sup>th</sup> August 2024. So far we have – Tombola, Raffle, PC refreshments, Dash Astro, Suffolk Wildlife, BBQ. More stalls are available. Fox to be asked to run bar and possibly BBQ.</li> <li>d) Remaining Coffee mornings available to take – June is the only remaining date.</li> <li>e) Diss ensemble – we have agreed to invite to play on the 30<sup>th</sup> June between 2-4pm. There will be a £5 admission fee. The DVHMC will provide light refreshments.</li> </ul>	<p>Materials to be bought.</p> <p>Raise again in April meeting.</p> <p>Fox to be asked about bar and BBQ.</p> <p>No action</p> <p>JE to contact Rod Faulkner to confirm</p>	<p>BL</p> <p>MH</p> <p>JE</p>	<p>27<sup>th</sup> May</p> <p>ASAP</p> <p>ASAP</p>

<b>8. Projects update</b>	<p>a) Playground planning – difficult PCC meeting, however a vote was passed in favour with 4/2 votes and 1 abstention. There is a cut off date of the 4<sup>th</sup> April for submissions and determination will be on the 25<sup>th</sup> April. We await a decision as to whether a public hearing will be held.</p> <p>b) Village green/field discussion – A proposal template is being constructed and Spencer is creating a drawing for the required drainage for the field. Target deadline is summer 2025.</p> <p>c) Tree pollarding quotations – four have now been submitted and a proposal form has been created by Jill. The lowest price of £1760 was submitted by Tim Perkins and chosen. Work to be carried out in the Autumn months.</p> <p>d) Petanque court landscaping – the project has been broken down into two parts to assist in the funding. A decision was proposed by HB that the VH should fund part 1 at a cost of £1012.80 on the basis that part 2 should be funded by the pétanque group from grants and their own additional funding. This was seconded by the balance of the committee with one abstention.</p>	<p>No action unless there is a public hearing called.</p> <p>Template and drawings being created.</p> <p>Tim Perkins to be advised of decision.</p> <p>A project proposal form be created and Cox construction be notified of outcome.</p>	<p>AH</p> <p>JE</p> <p>RC</p>	<p>ASAP</p> <p>ASAP</p> <p>Next meeting</p>
<b>9. Maintenance and facilities update</b>	<p>a) Leak in ladies toilet – Richard is returning to replace the broken toilet basin and add the pipe guard as well as re-seal around the gents urinals.</p> <p>b) Car park marking – now complete</p> <p>c) Kick panels for doors – Aluminium aprox £67, s/steel aprox £100, decision made to go with Aluminium. Mark to obtain and fit.</p> <p>d) Curtain cleaning and fireproofing – the committee has agreed to proceed with the £711.60 +VAT for on-site treatment which would give 5 years guaranteed protection.</p> <p>e) Blue roll dispenser for toilets – 4 required at an approximate cost of £100 to be obtained - approved</p>	<p>Richard is completing ongoing work.</p> <p>No action MH to complete.</p> <p>Authorised to go ahead.</p> <p>To be obtained</p>	<p>DT</p> <p>MH</p> <p>HB</p> <p>JE</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
<b>10. AOB</b>	<p>a) Hall hire on th 23<sup>rd</sup> March and 24<sup>th</sup> March. Phil and Heather agree to inspect post party.</p> <p>b) Hall hire costs to be reviewed in May meeting once we have a handle on our cost situation over the last two years.</p> <p>c) PR to talk to Richard regarding the running and operation details of the solar installation, as it looks like Richard may be leaving the area.</p>	<p>Inspection required.</p> <p>May review.</p> <p>Instruction download.</p>	<p>PR/HB</p> <p>ALL</p> <p>PR</p>	<p>23/24 March</p> <p>ASAP</p>
<b>11. Date of Next Meeting</b>	Tuesday 23 <sup>rd</sup> April 2024			