

DVHMC Minutes February 20th 2023

Agenda Item	Discussion	Action	By Whom	Deadline
<b>1. Present</b>	MS, PD, JE, HB, MH, AMcP, JM, HM			
<b>2. Apologies for Absence:</b>	DT, KR, AH			
<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>	<p>a) PWG Project update, presentation by Phil Robinson on the PWG latest proposals for the LAP layout at the VH. Was further discussed and a third alternative layout to be circulated to the VHC for approval. HB &amp; JE to share with PWG once agreed.</p> <p>b) Bank options – Barclays are not taking on new customers at the moment, HSBC will continue to charge for the foreseeable future. PD proposes to remain with HSBC.</p> <p>c) Water Authority – we are waiting for confirmation of payment to DVH for £82 compensation and £117.90 overpayment.</p> <p>d) EON summary – Direct debit set at £506.17 per month. Suggest that a smart meter be installed, further agreed with Jill.</p> <p>e) Costs for air conditioning to be discussed with Spencer.</p> <p>f) Safeguarding policy.</p> <p>g) Servicing of acoustic folding doors – no to service policy, Chris Martin will come and investigate and carry out minor repairs.</p> <p>h) Winter hardship grant letter - £900 grant has been applied for.</p> <p>i) Internal windows – LJ window cleaning are attending on 25 Feb to clean inside of windows, we have a free clean paid for by Sally Goodacre to be allocated for March.</p> <p>j) Shed will be erected w/c 20 Feb (completed 22 Feb). Tie down brackets to be obtained and fitted to secure to the ground.</p> <p>k) Title deeds to be obtained from solicitors.</p> <p>l) Various building matters such as Missing exhaust guard, Plumbing in female toilet.</p> <p>m) Fencing along The Street boundary – arranged for erection at the end of March. Quote to be obtained for landscaping around the Boules court after all other work has been completed in the area – April?</p> <p>n) Cheyney Green MC – PD has spoken with Angus Bates regarding this, AB’s solicitor will be chased by him.</p> <p>o) North treeline work quotation – HB to obtain for March meeting.</p> <p>p) Download manuals for heaters near toilets.</p> <p>q) Cleaners cupboard to be sorted out – finished after shed erection, date to be set for a spring clean and tidy of all stores and cupboards and allocate what can be moved into the shed</p> <p>r) VH and Parish council documentation – to be stored in VH after shed erection</p> <p>s) Free photo samples for VH – decision is no thanks.</p> <p>t) Petanque court upgrade – scheduled to take place on the 17<sup>th</sup> March</p>	<p>New third plan layout to be created and circulated to the PWG.</p> <p>No further action</p> <p>No further action</p> <p>Date to be arranged</p> <p>Discuss with Spencer No action defer to April Chris Martin to attend</p> <p>No further action</p> <p>No further action</p> <p>Tie downs to be bought and fitted</p> <p>To be chased in April DT to complete</p> <p>Quote for landscaping around boules court in April</p> <p>No further action at the moment</p> <p>To progress</p> <p>To be downloaded</p> <p>Post shed erection</p> <p>Post shed erection</p> <p>No further action</p> <p>No further action</p>	<p>HB and JE</p> <p>JE &amp; PD</p> <p>PD</p> <p>JE</p> <p>DT</p> <p>JE</p> <p>DT</p> <p>DT</p> <p>HB</p> <p>DT</p> <p>HM</p> <p>PD</p>	<p>ASAP</p> <p>ASAP</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>April meeting</p> <p>Next meeting</p> <p>April meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
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<p><b>5. Chairpersons Report</b></p>	<p>a) PWG meetings have been attended with the outcomes reported above  b) Meeting with Christine Redgrave to address a number of issues - listed under projects.  c) Discussion regarding possible installation of solar panels and batteries to be held with Richard Green, as we have now more data from EON regarding consumption.  d) County Broadband have confirmed that their installation of broadband in Darsham will go ahead, this will provide free wifi to both the VH and the Fox pub. Until this time the Parish Council will fund our wifi provision.</p>	<p>Meeting to be planned   No action</p>	<p>JE</p>	<p>Next meeting</p>
<p><b>6. Finance Report</b></p>	<p>a) Alan Holland’s details have been added to the list of VH Committee members for the purposes of the Charity Commission.  b) HSBC - the Village Hall Management Committee unanimously agreed with all parties consenting, that Keith Rolfe should be removed from the list of official signatories and be replaced by Heather Ballentine. PD to produce the official paperwork for completion and signing.  c) Agreement reached to present Chris Fox with a bottle of wine for his work in auditing the DVH financial reports.  d) Current cash status – approximately £10,000 in current and £20,000 in deposit accounts.  e) There will be a full summary of our annual cash flow position in May.</p>	<p>No further action   HSBC paperwork to be completed   Paul to acquire and present to Chris  No further action   No action until May</p>	<p>PD   PD</p>	<p>Next meeting   Next meeting</p>
<p><b>7. Future event report</b></p>	<p>a) Film nights are reported as a success, we have shown 11 films since November 2021 with an income of £1715 created resulting in a gross profit of £428.85.  b) There is an idea to hold a fund raising race night at the VH, details to be circulated for further discussion.  c) The planned quiz night for 25<sup>th</sup> Feb is all sold out, bar is provided by the Fox.  d) DISS ensemble requires further discussion.  e) Coronation weekend – a sit down meal has been planned by Dermot, Shirley and Jean from the Parish Council. This will be limited to 90 people.  f) New chairs – a sum of £500 has been made available for replacing 20 chairs in the village hall, research and proposal to be created by HB.  g) It has been decided that DVH will not be providing commemorative mugs for the coronation primarily due to the prohibitive cost that would be incurred.  h) It has been decided that we will buy a commemorative flag for the VH for the coronation, JE will investigate and come up with some options.</p>	<p>No action   Details to be circulated to VH committee  No action  Topic for March meet  No action   Research and proposal   No action   Investigate and propose</p>	<p>AM   HB   HB   JE</p>	<p>Next meeting   March meet   Next meeting   Next meeting</p>

<b>8. Projects update</b>	<p>a) Organisation <a href="http://www.easyfundraiser.org.uk">www.easyfundraiser.org.uk</a> should be investigated to understand the qualification criteria.</p> <p>b) A number of items has been created as potential capital cost purchases to be considered once a post budget analysis has been carried out, these are (not necessarily in order): Ride on motor mower, Permanent outdoor Christmas tree, new tree lights, - MH to create a listing</p> <p>c) Names of Village Hall Committee members to be added to the DVH web site together with relevant responsibilities.</p> <p>d) Any enquiries to the DVH committee to be referred via the Information@ address on the DVH website.</p> <p>e) Laminated notice to be added to the gates to the VH, containing information relating to the permitted use of the VH field and grounds. HB to provide wording.</p> <p>f) Addition to the existing “conditions of hire” for the VH, explaining that the release of fireworks, balloons and sky lanterns is strictly prohibited.</p> <p>g) We require a list of major ongoing project being carried out by the DVH committee to be inserted into the DVH website as part of the website revamp. Also details to be added into the “Fisherman”</p> <p>h) Kickboards/plates to be added to the doorways in the hall, can we look at arranging Spencer to do this??</p> <p>i) List of suitable village photos required for the VH walls, to be given to MH. Can we create this list at the next meeting?</p>	<p>Investigation required</p> <p>Listing chart to be created</p> <p>Addition to website</p> <p>Addition to website</p> <p>Creation of notice</p> <p>Addition to copy within contract</p> <p>Project list addition into DVH website and Fisherman</p> <p>Request Spencer to quote for this</p> <p>List required for MH</p>	<p>JE</p> <p>MH</p> <p>JM</p> <p>JM</p> <p>DT</p> <p>JE</p> <p>JM</p> <p>DT</p> <p>All</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>March meeting</p>
<b>9. Maintenance and facilities update</b>	Nothing further to add at this time			
<b>10. AOB</b>	<p>a) A replacement key-safe has been sourced by Jill to replace the existing temperamental key-safe. Will be passed to DT for fixing onto the VH wall.</p>	Requires fixing to external wall	DT	Next meeting
<b>11. Date of Next Meeting</b>	7 <sup>th</sup> March 2023 @ 19:00			