

Agenda Item	Discussion	Action	By Whom	Deadline
1. Present	Michael Shipp (MS), Jill Edwards (JE), Heather Ballantine (HB), Paul Diamond (PD), Mark Hemingway (MH), Annie McPhail (AM), David Taylor (DT), Alan Holland (AH), Ronald Clark (RC), Becky Ling (BL) and Philip Robinson (PR)			
2. Apologies for Absence:	None			
3. Minutes of Last Meeting:	Minutes from the last meeting on 16 th January 2024 agreed and signed			
4. Matters arising	<p>a) Remote CCTV – Equipment has been erected and is working well. Long term back up on the cloud is available at £80 per annum. Decision was taken to subscribe.</p> <p>b) Date for kitchen cupboard reorg has been fixed for the 6th March at 10:00am.</p> <p>c) Sum up machine attached to 3G with printer is £129.00. 1.6% of every transaction is taken. Decision to look at existing application to determine maximum number of allocated users possible.</p> <p>d) Domain names now all set up and require us to switch over.</p>	<p>Sign up to subscription to use cloud back up.</p> <p>Committee members to meet up</p> <p>Investigate existing machine capabilities</p> <p>Start using new domain names</p>	<p>PR</p> <p>AM</p> <p>HB</p> <p>All</p>	<p>Next meeting</p> <p>6th March</p> <p>Next meeting</p> <p>ASAP</p>
5. Chairpersons Report	<p>a) Governance – Finding a low cost solicitor is proving problematic, however we continue to look. The online registration with the Charity Commission has however been completed.</p> <p>b) PC meeting update – three pieces of info</p> <p style="padding-left: 20px;">i) Our insurance cover needs updating to include the solar panels.</p> <p style="padding-left: 20px;">ii) Insurance cover for the hall when it is used for emergency purposes needs clarifying.</p> <p style="padding-left: 20px;">iii) The PC would like to assist with the Village Fete – we should suggest that they run the raffle and tombola.</p> <p>c) Cheyney Green Management Committee is currently being established, however there are some outstanding issues that need resolving by Sunbury Homes. There is so far no movement.</p> <p>d) Hall hire fees are to be reviewed in April (last review was 4 years ago)</p>	<p>Continue to look for solicitor</p> <p>Insurance company needs contaction</p> <p>Refer back to PC</p> <p>We await movement by Cheyney Green residents</p> <p>Review in April</p>	<p>JE</p> <p>PD</p> <p>HB</p> <p>None</p> <p>All</p>	<p>Next meeting</p> <p>Next meeting</p> <p>ASAP</p>

<p>6. Treasurers Report</p>	<p>a) Current account £6013, Deposit acct £21,000 aprox. b) Project prioritisation – specified format to be used to ensure correct information is obtained and provided for evaluation. All outstanding projects should be addressed in order of priority. c) DCC funds being held by Bank. Both signatories have passed away. Paul is obtaining a letter of authority from the village PCC to go to the charities commission archives. d) Annual Audit – Chris Fox will be sent the annual reports for audit at the end of April this year.</p>	<p>No action Information to all Authority required from PCC Action April</p>	<p>PD PD</p>	<p>Next meeting</p>
<p>7. Functions and future events</p>	<p>a) Board games afternoon was well received, do we wish to hold another similar event such as “crafts for kids”, with a low cost base so that all can be included? – possible date is the 27th May during ½ term holidays – questionnaire to be sent out. b) Village fete is fixed for 10th August 2024. Do we wish to hold any other events before then such as a BBQ or the Walking Market. Ron and Mark will approach the Petanque group ref the BBQ and Phil will send out a questionnaire ref the Walking market. c) Village Fete refreshments – All Saints Church are willing to run this. d) Remaining Coffee mornings available to take – June/September/October, the DVHMC will take the July date.</p>	<p>Questionnaire to be sent ref “crafts for kids” date. BBQ interest by the Petanque group. Questionnaire for walking market. No action July allocated to DVHMC</p>	<p>PR RC/MH PR JE</p>	<p>ASAP 28th Feb ASAP ASAP</p>
<p>8. Projects update</p>	<p>a) Playground –formal planning application has been created and has now been agreed by all in the committee. Submission should now go ahead. b) Playground funding – we should now apply for the section 106 funds and subsequently we should write to external bodies for help with funding. c) Village green/field discussion – Arthur met with Paul Ashton ref CIL funding which was not requested, however further meeting of this team is planned. d) Tree pollarding quotations are being requested. We have two quotes so far from Chris Spool (CTS) and Alex Cox (Cox construction) in the region of £2.5k to £3k. Further quote is being requested.</p>	<p>Planning should now proceed. Section 106 submission. Further meeting planned in March. Further quote required.</p>	<p>MH/PD/HB PD JE</p>	<p>ASAP ASAP ASAP</p>

<p>9. Maintenance and facilities update</p>	<p>a) Heating system – two non-operational heaters have now been fixed at no cost (thanks to Spencer). System now working. b) Leak in ladies toilet – fault in the ceramic basin/system – DT to follow up with Richard to replace. c) Car park marking – area around bikes done, more paint required to do the final parking space. Will follow up when weather improves. d) Pipe guard – material to be sourced asap and fitted. £24 cost advised. e) Water softener – now fitted, requires filter change annually. f) New water boiler for kitchen – now fitted. g) Kick panels for doors – Aluminium aprox £67, s/steel aprox £100, decision made to go with Aluminium. Mark to obtain and fit. h) Sealant replacement around gents urinals needs attending to. i) Curtain cleaning and fireproofing – more quotations have been requested, we have one quote for £711.60 +VAT for on-site treatment which would give 5 years guaranteed protection.</p>	<p>No action Replace faulty unit Marking to proceed Guard to be fitted Add to check list No action MH to obtain and fit. Sealant required More quotes required</p>	<p>DT DT DT MH MH DT HB</p>	<p>ASAP ASAP ASAP ASAP Next meeting ASAP ASAP</p>
<p>10. AOB</p>	<p>a) Whisky has been presented to Spencer for his assistance in various VH matters in recent weeks – much appreciated. b) Safe CIC safeguarding courses – Becky has raised a question as to whether one of us should attend. We refer to a communication from Ruth Osbourne, DBS Administrator from Community Actions Suffolk who advised us on 10/11/2023, that due to our current circumstances we do not require any further training/action with respect to safeguarding.</p>	<p>No action. No action</p>		
<p>11. Date of Next Meeting</p>	<p>Tuesday 19th March 2024</p>			