

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), Philip Robinson (PR), Annie McPhail (AM), Paul Diamond (PD)			
<b>2. Apologies for Absence:</b>	Becky Ling			
<b>3. Minutes of Last Meeting:</b>	Minutes from the last meeting on 19 <sup>th</sup> March 2024 agreed and signed			
<b>4. Matters arising</b>	<ul style="list-style-type: none"> <li>a) Shed requires tidying session.</li> <li>b) Review of chairs with disposal of some where necessary (Grey ones).</li> <li>c) Solar panel information and hand over, requires Richard to set date. Heater is now working correctly.</li> </ul>	Date set 25/04/2024 During shed clear ASAP	PR All PR	Next meeting Next meeting Next meeting
<b>5. Chairpersons Report</b>	<ul style="list-style-type: none"> <li>a) Governance – Due to the fact that our required changes to our constitution are deemed to be “relatively insignificant”, we are able to make these changes and simply record them on an online portal. Jill to share proposed changes with DVHMC before next meeting for sign off.</li> <li>b) PC meeting – insurance cover has been renewed and now includes cover for the solar panels, at an additional cost of £100.</li> <li>c) Annual Parish meeting – there will be a notice created to advise people of what we have ongoing at the VH, there will also be representation there from various bodies representing various clubs.</li> </ul>	Changes to be made for sign off  No action  Single page notice creation	JE   PR	Next meeting   ASAP

<b>6. Treasurers Report</b>	<p>a) Report given about financial status and back to back comparison over the two previous years– documents attached.</p> <p>b) The need to make changes to our rental income was agreed as they had been fixed for a number of years. A decision was taken to increase the rental charge per session from a starting point of £20 to £25 for local village user and from £25 to £30 for others. In addition, there are supplementary charges for use of ie; cooker, additional electricity etc. This proposal was supported by a 100% vote by the committee. This change is to be introduced for new hire from July 2024 onwards.</p> <p>c) All organising bodies of coffee mornings are to be charged at the rate of £20 per session going forward, rising to £25 from 1<sup>st</sup> July.</p> <p>d) East Suffolk rural investment grant fund, most appropriately could be applied to improvements to the village hall field. No further action due to time lines.</p> <p>e) The £800 fund that has been discovered is now being looked into by a revitalization team, we should expect an outcome soon.</p> <p>f) Financial status – to be issued on a quarterly basis to the DVHMC</p>	<p>No action</p> <p>Charge rate changes to be published on all sources</p> <p>No Action</p> <p>No action</p> <p>No action</p> <p>Add to DVH schedule</p>	<p>HB/JE</p> <p>MH</p>	
<b>7. Functions and future events</b>	<p>a) Crafts for kids – set for 27<sup>th</sup> May between 9:00 and 12:00. All going ahead.</p> <p>b) Walking market – we now have 20 houses showing interest in participating. The date for this is set for Sunday 23<sup>rd</sup> June from 10am to 2pm. PR to organise publicity. Refreshments will be provided - MH and others to facilitate.</p> <p>c) VH fete 10<sup>th</sup> August – The Fox will provide the bar and BBQ (using the VH BBQ equipment). As we now have support from the Church and PC (raffle and tombola), this now frees VH members to help with the games and other activities. Ideas welcome.</p> <p>d) Coffee mornings – all calendar slots for the year have now been taken. The VHMC coffee morning will offer hot bacon/sausage/egg rolls. MH, DT and PD volunteered to help in kitchen.</p> <p>e) Diss ensemble 30<sup>th</sup> June – We now have tickets available to buy in advance at a cost of £5 each. DVHMC will provide light refreshments at the end of the performance.</p> <p>f) Film nights – numbers are down of late and will need invigorating for when the season restarts in the Autumn. Profit made on the film nights this last season was £228 on the film showing, plus takings from refreshments. The pantomime at Christmas raised £150 profit in addition. The next season will start again in October and run until April 2025.</p>	<p>No action</p> <p>Publicity to be organised</p> <p>No action at moment, ideas for games by next meeting</p> <p>No action at moment</p> <p>No action</p> <p>No Action</p>	<p>PR</p>	<p>May/June</p>

<p><b>8. Projects update</b></p>	<p>a) Playground – closing date for comments on the planning has passed with 38 comments submitted. This is now with the referral committee, we expect a decision to be made imminently. Further information has been gathered in case the decision is referred to a public meeting. We await an outcome on this decision as well as the allocated grant monies, before further fund raising activities are considered. We have however approached the Parish Council with respect to obtaining £1k from SIL funds.</p> <p>b) Village green/field discussion – An outline funding document has been constructed and drawings for the drainage proposals has been done. We now need to go out to a number of companies for quotations for this work to be completed during 2025 (planned date). DVHMC would like sight of the specification sheet for approval prior to submission to vendors.</p> <p>c) Tree pollarding quotations – Now planned for September 2024, communications to come out to the village in August. SIL funding has been applied for from the PC to cover 50% minimum of this cost.</p> <p>d) Petanque court landscaping – Start date for phase one of this project has been planned for Monday 3<sup>rd</sup> June and is expected to take two days. There is an issue with noise potentially for classes being held on Tuesday, so Ron has been asked to speak to the contractor to see about a work around. MH has agreed to be present on site for the start of this construction.</p> <p>e) Review of the VH management action list reveals that all required activities have been met by ongoing commitments from the team.</p>	<p>No action at the moment.</p> <p>Specifications to be sent out to companies for quotations.</p> <p>Cost application sent out to the PC.</p> <p>Planning of this work needs revising to miss Tuesdays due to classes.</p> <p>No outstanding actions.</p>	<p></p> <p>AH</p> <p>JE</p> <p>RC</p>	<p></p> <p>ASAP</p> <p>Next meeting</p> <p>ASAP</p>
<p><b>9. Maintenance and facilities update</b></p>	<p>a) Leak in ladies toilet and gents urinals – 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) Kick panels for doors – Panels now obtained, fitting will be done by next meeting.</p> <p>c) 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>d) Blue roll dispenser for toilets – now ordered and require fitting when here.</p> <p>e) Grass cutting is now done and is being handled by Colin at a cost of £50 per time.</p> <p>f) Shed guttering and water butts – will be done as soon as the mud pile has been moved by the contractors handling the pétanque court work. Ron to talk to Mr Cox.</p> <p>g) Key code on key box is to be changed, hirers informed before 8<sup>th</sup> May</p> <p>h) Water heater repairs – now waiting for a filter service due in mid May.</p>	<p>Richard is completing ongoing work.</p> <p>Fitment required To be arranged</p> <p>To be fitted</p> <p>No action</p> <p>RC to talk to Mr Cox.</p> <p>Change to code</p> <p>Filter service</p>	<p>DT</p> <p>MH HB</p> <p>DT</p> <p>RC</p> <p>DT/JE PR</p>	<p>Mid May</p> <p>Next meeting Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>ASAP Mid May</p>

<b>10. AOB</b>	a) Review of electric utility supplier to the hall due in November. PR to speak to PD with respect to obtaining a more competitive supplier.	Phil to speak to Paul	PR	ASAP
<b>11. Date of Next Meeting</b>	Tuesday 21 <sup>st</sup> May 2024			