

Agenda Item	Discussion	Action	By Whom	Deadline
1. Present	Michael Shipp (MS), Jill Edwards (JE), Heather Ballantine (HB), 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:	Paul Diamond (PD)			
3. Minutes of Last Meeting:	Minutes from the last meeting on 31 st October 2023 agreed and signed			
6. Matters arising	<p>a) Remote CCTV – Committee approved the payment for 8x cctv cameras at a reduced cost. PR and DT to arrange fitment to the four sides of the VH. PR to arrange a suitable web address for them.</p> <p>b) Tea and Board Games afternoon – BL has arranged details and a date of Sunday 28th January from 2 to 4pm has been fixed. Further details to be discussed in January meeting.</p>	<p>Fix to building and install on web.</p> <p>Action in January</p>	<p>PR</p> <p>BL</p>	<p>ASAP</p> <p>January</p>
7. Chairpersons Report	<p>a) Governance – some remaining signatures are needed on the safeguarding policy, JE to arrange ASAP. Mills and Reeve have the “scheme” document and are currently reviewing.</p> <p>b) Majyk Scraps donation of £300 – ideas for donation use required, water heater for kitchen was suggested.</p> <p>c) In light of the great number of forthcoming projects and ideas, we should introduce a plan into our budget for what we hope to achieve and give priority to these projects eg; water softener, Petanque court modelling, etc;</p>	<p>JE to obtain last signatures and chase M&R</p> <p>Group create ideas for Jan meeting</p> <p>Prioritise projects and budget accordingly</p>	<p>JE</p> <p>All</p> <p>PD/JE/HB</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
8. Finance Report	<p>a) Due to PD’s current medical situation, HB has agreed to temporarily caretake the treasurer’s role until PD is fit and well enough to handle.</p>	All requirements for funds to be directed to HB.		
9. Schedule of activities	<p>a) Various activities from the planning list were called out for action, to be carried out ASAP.</p>	Actions to be done	Various	ASAP

<p>9. Future event report</p>	<p>a) Race night – seen as a huge success and should be repeated annually. b) Christmas coffee morning – appeal for hot/warm food to be made for the event as well as raffle prizes. Tasks were allocated to the group. Helpers to get there for 9:00am c) Christmas lights and tree event – tree to be erected on Wednesday 5th December. New lights have been approved for purchase. 25 copies of slimmed down carols to be produced by MH. Duties for mulled wine etc distributed. Meet at 15:30 for 16:00 start. d) Pantomime – AM reports that 48 tickets have been sold already and that we are able to fit up to aprox 80 people in if needed. e) 2024 coffee mornings – allocated so far – Horticultural Society for January, Table Tennis for February, Petanque for May, Fete for August, Parish Council for November and VH for December. List to be posted on notice board for other organisations to complete.</p>	<p>No action Helpers to be at VH for 9:00am Tree erection New Carol sheets – 25 No further action List to be posted on notice board for completion</p>	<p>All MS, PR, MH MH JE</p>	<p>Saturday 8th December Wed 5th Dec ASAP</p>
<p>10. Projects update</p>	<p>a) Playground – Pre-planning has been submitted with no cost. We await a response from Rachael Smith due by the 27th December and then take appropriate action on any changes suggested. b) Petanque court landscaping – RC has created a desired layout for this area and has received one quote back for £6,000 plus VAT. I snow awaiting two further quotes. c) Village green/field discussion – AH has drafted a three page (ideal scenario) document outlining the possibilities, we thank the group for their input to date. Due to the amount of effort and funds required it was decided to postpone this project for the moment until we have settled the playground project. In the meantime we encourage Alan’s group to continue their discussions and thoughts. d) Flooding in corner of field – investigation on drainage relief of flooded area to be made, cost to be ascertained e) Risk assessment update – further feedback required from the group members on actions to be taken. JE to give MH a copy of the draft with hand written notes. MH then to send out with requests for action with a short timeline.</p>	<p>No action – awaiting response to pre-planning. No action – awaiting further quotes. Look at again mid 2024 – no action at the moment Cost to be obtained from Mr Cox Document requires completion</p>	<p>RC JE JE/MH</p>	<p>Next meeting Next meeting Next meeting</p>
<p>11. Maintenance and facilities update</p>	<p>a) Inoperative Dishwasher – DT to obtain salt and attempt to run the dishwasher. If not working then outside repair is required.</p>	<p>Try salt and then repair man if required</p>	<p>DT</p>	<p>ASAP</p>

<p>12. AOB</p>	<ul style="list-style-type: none"> a) Heaters in VH do not appear to be working correctly. PR and DT to look into the brand (Frenger Systems) and create a plan of action for investigation/repair if required. b) Security bolts on the cupboards require replacing. c) Kitchen cupboards need tidying to fit in new glasses etc; d) Water softener possible installation – DT has received one quote for a water softener installation of £1674.00 from Patmore, two other quotes required. e) PR has obtained info required to change the location and authorities for our domain name and email addresses for the VH. PR will action this and allocate appropriate addresses. f) We have been offered a free supply of baking materials, we need to think how we could utilise this material before the next meeting, so that AM can reply. g) Do we intend to open the VH for hire on Christmas Day, Boxing Day or New Years Day. – voted response was a unanimous no. 	<p>Investigation required</p> <p>Source and replace Tidy date required Additional quotes required Changes to our email addresses and domain name Can we use free baking materials? Response to enquirer</p>	<p>PR/DT</p> <p>MS AM/BL DT</p> <p>PR</p> <p>AM</p> <p>JE</p>	<p>ASAP</p> <p>Next meeting Next meeting ASAP</p> <p>Next meeting</p> <p>Next meeting</p> <p>ASAP</p>
<p>13. Date of Next Meeting</p>	<p>Tuesday 16th January 2024 @ 19:00.</p>			