

Agenda Item	Discussion	Action	By Whom	Deadline
1. Present	KR, MS, PD, JE, HB, MH, AMcP, JM, HM, AH			
2. Apologies for Absence:	DT			
3. Minutes of Last Meeting:	Agreed by those present at last meeting.			
4. Matters Arising: summary of outstanding action points awaiting activity from previous months	<ul style="list-style-type: none"> a) Advice and quotation wrt the tree line to the North of the VH property b) Download of manuals for heaters next to toilets c) Keeping of VH documents – will be retained in VJ subject to clear out of stores d) HSBC signatures require verifying – to be resubmitted – in hand e) New chair purchase discussion – agreement made to buy un-upholstered stackable chairs. Agreement on cost to be obtained by Darsham Village committee f) Organisation www.easyfundraiser.org.uk investigation of criteria required g) Names of VH committee members to be added to the DVH website in progress h) Enquiries to the DVH committee to be redirected to the info address, in progress i) Addition of information to the DVH conditions of hire prohibiting the release of balloons, fireworks etc; j) A list of ongoing DVH projects to be added to the DVH website, in progress k) List of village photos to be given to Mark. Mark will take a large quantity of village photos once the weather clears in the Springtime. We can then select from these images what we require 	<ul style="list-style-type: none"> Advice & quote req. Download required Awaiting clear out In hand Agreement to be obtained Investigation Requires adding Requires adding Completed Requires adding Photos to be taken 	<ul style="list-style-type: none"> HB DT PD HB HB JE JM JM JM MH 	<ul style="list-style-type: none"> Next meeting Next meeting Next meeting Next meeting ASAP Next meeting Next meeting Next meeting Next meeting June meeting
5. Chairpersons Report	<ul style="list-style-type: none"> a) We should create a diary of all the important activities that require action during the course of the year, such as PAT testing, Insurances, lottery license, review of hire fees, fire extinguisher checks. Mark and Jill to compile. b) Installation details of solar panels and batteries have been circulated to the DVH committee. Awaiting next steps from Richard Greene. c) Annual Parish Council meeting booked for the 16th May, details to follow. d) There is a problem with the cleanliness of the VH floor for some of the activities held later each week. We should first of all communicate with all hiring bodies that we require the floor to be left in a clean state after each session. We then await the outcome before any further steps are to be taken. 	<ul style="list-style-type: none"> Compile list of activities No further action No action Communication with all VH hirers 	<ul style="list-style-type: none"> MH/JE JE 	<ul style="list-style-type: none"> Next meeting Next meeting

6. Finance Report	<ul style="list-style-type: none"> a) We agreed that a risk assessment be carried out for the VH and all hirers be asked to also complete a similar risk assessment. PD has a copy of a simple risk assessment that we can complete. b) Zurich Insurance, further to discussions, we should look to obtain competitive quotes from other insurance companies. 	<p>Paul to produce a risk assessment that we can complete. We should obtain further quotes</p>	<p>PD PD</p>	<p>Next meeting ASAP</p>
7. Future event report	<ul style="list-style-type: none"> a) DISS ensemble is on 26th March, plan for 60 people, HB to shop for refreshments, additional sausage rolls etc; are welcome b) Details for a fund raising race night at the VH have been circulated. The committee is to read and come back at next meeting with ideas and thoughts. c) A commemorative flag for the VH for the coronation has been bought. 	<p>Shopping required No action Topic for April meeting No further action</p>	<p>HB All</p>	<p>For 26th March April meet</p>
8. Projects update	<ul style="list-style-type: none"> a) Replacement key safe needs fixing to wall b) A list of potential capital cost purchases has been created on a spreadsheet, these are (not necessarily in order): Ride on motor mower, Permanent outdoor Christmas tree, new tree lights. Any further articles pass to Mark. c) EON smart meter installation has been diarised for 17th April. d) Air conditioning discussion required with Spencer e) Shed has been erected and fixings made, guttering and water butts need adding f) Clear out of store cupboards and move things to shed, rearrange all and make an inventory of everything in both stores and shed. Date booked for 20th March from 9:30 to 12:00. g) Acoustic folding doors – Chris has been booked in to make repairs h) Various building matters ie; plumbing in ladies loo and exhaust guard i) Laminated notice to be added to gate regarding use of the VH field and grounds j) Kickboards to be added to internal doors, discussion to be held with Spencer k) Painting of internal doors to be carried out before we add kickboards, three quotes to be obtained for the repainting. 	<p>Key safe to be fixed Chart can be added to No further action Discussion required Purchase and fix guttering and butts Sort out and inventory Awaiting repairs Awaiting action Awaiting action Discussion required Quotes to be obtained</p>	<p>DT MH PD MS All DT/MS DT DT/PD DT?</p>	<p>Next meeting Next meeting Next meeting 20th March Next meeting Next meeting Next meeting Next meeting</p>
9. Maintenance and facilities update	Nothing further to add at this time			

<p>10. AOB</p>	<p>Playground update – Details were provided for a further option for a larger playground of 200sq/m (option D). A vote was subsequently held by the committee with a decision of 8/2 agreeing that only two schemes should be considered for quotation, these being the original 98sq/m and the medium sized 170 sq/m options. Quotations should be sought out from three contractors for the groundworks and landscaping for these two options. The actual equipment at this stage should be ignored. Mark, Paul and David to build the specifications for these and go out to tender, a member of the PWG should also be invited along to the meetings with the potential sub-contractors, to keep them in the information loop.</p>	<p>Tender documents required for three potential contractors</p>	<p>PD/MH/DT</p>	<p>ASAP</p>
<p>11. Date of Next Meeting</p>	<p>Tuesday 25th April @ 19:00</p>			