

Agenda Item	Discussion	Action	By Whom	Deadline
<b>1. Present</b>	Michael Shipp (MS), Jill Edwards (JE), Heather Ballantine (HB), Mark Hemingway (MH), Annie McPhail (AM), David Taylor (DT) Paul Diamond (PD), Alan Holland (AH)			
<b>2. Apologies for Absence:</b>	None			
<b>3. Minutes of Last Meeting:</b>	Minutes from the last meetings on the 22 <sup>nd</sup> August and 6 <sup>th</sup> September agreed by those present at those meetings.			
<b>4. Electric charge point and Solar Panel installation</b>	Richard Green gave a short presentation about the benefits so far of the new solar panel and battery installation. The results were very encouraging and showed significant energy savings for the village hall as well as an income for the Parish Council. It was mooted that we could maximise our position by changing energy supplier from Eon to Octopus and this will be investigated for the next meeting. The use of the 100A 22KWA EV charging point was discussed and due to possible complications, it was decided that it should be used conservatively on an emergency basis and should not be promoted at this time.	Investigate possible change to Octopus from Eon  No action	PD	Next meeting
<b>5. Playground progress</b>	MH and PD gave a summary of further helpful discussions with Sarah Shinney from the planning authority who confirmed that our actions to date have been correct. She offered further help in securing sponsorship for funds, when required. Advice was taken with respect to the Pre Planning application and PD has committed to create this in September. A summary of the quotations submitted to date was also given, we are waiting for a last submission to be received before Friday 22 <sup>nd</sup> September. An awareness session is planned for the 9 <sup>th</sup> October so that these ideas can be shared with the wider village. MH to create an invite to be shared on electronic media and on the notice board. We will subsequently be able to finalise budgets and make submissions for additional funds from sponsors – PD has in hand.	Pre Planning submission  Sharing of quotations and layouts with village on 9 <sup>th</sup> October	PD  MH	September  ASAP

<b>6. Matters arising</b>	<ul style="list-style-type: none"> <li>a) Curtain fireproofing quotation. A remeasure has taken place and a revised quote will be obtained. We will also discover if we need to also consider re-proofing the chairs? Once we have prices we will carry out a cost/risk exercise.</li> <li>b) Marking off parking space near Petanque court, to now be carried out with yellow cross hatching. Paint has been acquired.</li> <li>c) VH risk assessment and simple risk assessment for hirers, another simplified version is to be considered. PD – will consult Sheila Hemingway</li> <li>d) Use of field for other purposes. AH has had a prelim meeting with Arthur Blackburn who shared his enthusiasm for “doing something” with the field. A degree of consultation needs to be carried out by AH to understand the procedures required to refinish the surface and related costs. We also need to understand what potential use the field could have and what impact these activities could have on our insurance risk.</li> </ul>	<p>Quotations required</p> <p>To be carried out</p> <p>To be reviewed</p> <p>Ongoing consultation</p>	<p>HB</p> <p>DT</p> <p>PD/SH</p> <p>AH</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Ongoing</p>
<b>7. Chairpersons Report</b>	<ul style="list-style-type: none"> <li>a) Active Suffolk/Fit Villages details should be circulated on Facebook, Whatsapp,(Heather) and the website (Jill).</li> <li>b) Charity Commission “scheme” amendments and review of all existing policies, 7 out for review, two remaining to be drafted – these are now available for review and final comments, subject to being finally approved for publication during our next meeting on the 9<sup>th</sup> October.</li> <li>c) Date for the DVHMC AGM is set for the 23/10/2023 at 18:30. Date to be published by JE/HB, Mark to circulate agenda.</li> <li>d) Hall booking to be change to Gmail for email, together with all other DVH contact details. Chris Fox to be authorised to make changes.</li> </ul>	<p>To be published</p> <p>Documents to be reviewed and agreed</p> <p>Date published, agenda circulated</p> <p>Changes to technology from email to gmail</p>	<p>JE/HB</p> <p>ALL</p> <p>JE/HB/MH</p> <p>Chris Fox</p>	<p>Next meeting</p> <p>9<sup>th</sup> October</p> <p>Next meeting</p> <p>Next meeting</p>
<b>8. Finance Report</b>	<ul style="list-style-type: none"> <li>a) Finance summary – Cash account currently is circa £3.6k, CCLA account is circa £20.7k.</li> <li>b) The 2022/23 accounts are now with Chris Fox for auditing, some last minute queries are being resolved. Results will be available for AGM.</li> <li>c) Finance policy and Finance strategy document is under construction and will be available for examination by next meeting.</li> <li>d) There will be a presentation at the AGM of our current financial position, our strategy and way forward.</li> </ul>	<p>No action</p> <p>Available for AGM</p> <p>Under weigh</p> <p>Available for AGM</p>	<p>PD</p> <p>PD</p> <p>PD</p>	<p>AGM</p> <p>Next meeting</p> <p>AGM</p>

<p><b>9. Future event report</b></p>	<p>a) Race night at the VH has been agreed for the 25<sup>th</sup> November. We will need seven people to help with the event, to be finalised at our meeting in November. MH to produce a text for us to use in our communications in the Fisherman, Whatsapp, Facebook and on the website. Various sponsorship has been arranged from Black Dog Deli, Emmerdale and Alan Ross, but further is required from Valley Farm Vineyard (David), Cox Construction (David), Anne Touse at Mill Hill Campsite (Paul)</p> <p>b) Pantomime screening by the Wolseley Theatre at Christmas is to be booked for 14:30 on either the 27/28 December at a cost of £5 per ticket. AM will investigate further to see what is possible.</p>	<p>Text to be completed and distributed for publication</p> <p>Sponsorship required</p> <p>Investigate booking</p>	<p>MH</p> <p>DT/PD</p> <p>AM</p>	<p>ASAP</p> <p>Next meeting</p> <p>Next meeting</p>
<p><b>10. Projects update</b></p>	<p>a) Various building matters ie; plumbing in ladies loo is still leaking so plumber will be recalled</p> <p>b) 22mm lagging required for exhaust guard, HB will investigate.</p> <p>c) Coffee machine requires a de-scale</p> <p>d) Investigate possibility of cost installing a water filter machine for the kitchen</p> <p>e) DT and PD to look at heating software and resolve in time for potential new members joining the committee</p>	<p>Contact plumber</p> <p>Needs fixing</p> <p>De-scale required</p> <p>Investigation</p> <p>Review heating software</p>	<p>DT</p> <p>HB/DT</p> <p>DT</p> <p>DT</p> <p>DT/PD</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>ASAP</p>
<p><b>11. Maintenance and facilities update</b></p>	<p>Nothing further to report</p>			
<p><b>12. AOB</b></p>	<p>Nominations for new committee members for AGM – we have had two so far, forms to be made available to all committee members, also available on the website.</p>	<p>Nomination forms to be sent to committee</p>	<p>MH</p>	<p>ASAP</p>
<p><b>13. Date of Next Meeting</b></p>	<p>Monday 9<sup>th</sup> October @ 18:30 then 19:30</p>			