

Agenda Item	Discussion	Action	By Whom	Deadline
1. Present	Michael Shipp (MS), Jill Edwards (JE), Heather Ballantine (HB), Mark Hemingway (MH), Annie McPhail (AM), John Meggison (JM), David Taylor (DT) Paul Diamond (PD), Alan Holland (AH)			
2. Apologies for Absence:	John Meggison apologised for feeling ill and left the meeting at 19:20			
3. Minutes of Last Meeting:	Minutes from the last meetings on the 18 th July agreed by those present at last meeting.			
4. Playground consultation document presentation and discussion	<p>The results from the Playground Consultation Document were presented to the groups and discussed. The following related points were made:-</p> <ol style="list-style-type: none"> 1. That the scheme should be no larger than a “LEAP” and should not be designed to accommodate children of more than 8 years of age – JM. Agreed by the committee. 2. A number of further questions were asked during the meeting and given answers. 3. The returned documents from the questionnaire should be visible to all committee members for viewing – JM. This was agreed and will be available to JM and anyone else interested after the joint Chairs have had the opportunity to view. 4. A two page reduction of the document is to be produced so that it can be posted on the notice board and effectively circulated. 5. A communication is to be produced for the village residents to consume. There will be ongoing updates that keep all villagers up to speed on progress as and when necessary. 6. Quotation requests to be produced for both the groundworks and Play equipment and suppliers to be met on site if required. 7. A project to create a suitable play surface for the field was suggested, to cater for the 8 years plus age group and corresponding portable equipment. 8. JM asked the rest of the committee to reflect on what was being said and done in their names during the consultation process, particularly in terms of evidence submitted. 	<p>No Action</p> <p>No Action Passed to HB/JE</p> <p>To be produced</p> <p>To be produced</p> <p>Quotations required</p> <p>Working group to be started</p> <p>No further action.</p>	<p>PD</p> <p>MH</p> <p>MH</p> <p>MH</p> <p>AH</p>	<p>Done</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>Next meeting</p>

5. Matters Arising:	<p>a) Curtain fireproofing quotation. Initial quote received of £414 based on a rough estimate of curtain size. This gives a 5 year guarantee of fire retardation. Further accurate measurements required, but activity agreed in principle.</p> <p>b) Marking off parking space near Petanque court, this is to be reviewed with the installation of the new car charging point. Paint has been acquired.</p> <p>c) VH risk assessment and simple risk assessment for hirers, another simplified version is to be considered. Three people to review – consult Sheila Hemingway</p>	<p>Quotations required</p> <p>To be investigated</p> <p>To be reviewed</p>	<p>HB</p> <p>DT</p> <p>DT/PD/SH</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>
6. Chairpersons Report	<p>a) Active Suffolk/Fit Villages details were circulated and also accompany these minutes, feedback to JE with comments where suitable.</p> <p>b) Charity Commission “scheme” amendments and review of existing policies – control document to be circulated with these minutes. The detailed documents are to be finalised and sent out to committee members for review with time scale for feedback.</p> <p>c) Village fete – great success despite appalling weather. Good attendance from all including many families. Well over £800 raised, which we agreed to donate 50% to the church. Agreed that this should become a “village wide” organised event with the inclusion of other groups in the village. Date was set as the 10th August 2024 for next years event.</p> <p>d) Date for the DVHMC AGM is set for the 23/10/2023 at 18:30.</p> <p>e) Hall booking to be change to Gmail for email, together with all other DVH contact details? We agree to proceed and consult Chris Fox on possibilities.</p>	<p>To be reviewed</p> <p>Documents to be processed and reviewed</p> <p>50% donation to the church of Fete income</p> <p>Date to be circulated Proceed with Chris Fox</p>	<p>JE</p> <p>JE</p> <p>PD</p> <p>JE</p> <p>JE</p>	<p>Next meeting</p> <p>Ongoing</p> <p>ASAP</p> <p>ASAP</p> <p>Next meeting</p>
7. Finance Report	<p>a) Finance summary – Cash account currently is circa £4k, CCLA account is circa £20k.</p> <p>b) Feedback on £900 cost of living grant was that it was all consumed with the increased energy costs.</p> <p>c) Mills and Reeve solicitors have advised us of increase in future charges.</p> <p>d) The 2022/23 accounts are now with Chris Fox for auditing. Approval given to gift Chris a bottle of wine for his efforts</p>	<p>No action</p> <p>No action</p> <p>No action</p> <p>Bottle of wine to be presented to Chris Fox</p>	<p></p> <p></p> <p>PD</p>	<p></p> <p></p> <p>ASAP</p>
8. Future event report	<p>a) Race night at the VH has been agreed for the 25th November. Mark to detail what is required in terms of personnel for support and sponsorship collection etc;</p> <p>b) Pantomime screening by the Wolseley Theatre at Christmas – More details are required before decision can be made</p>	<p>List of requirements</p> <p>Details required</p>	<p>MH</p> <p>AM</p>	<p>Next meeting</p> <p>Next meeting</p>
9. Projects update	<p>a) Various building matters ie; plumbing in ladies loo to be sorted by a professional plumber – MS to contact a known plumber for assistance</p>	<p>Contact plumber</p>	<p>MS</p>	<p>Next meeting</p>

10. Maintenance and facilities update	Nothing further to report			
12. AOB	Nothing further to report			
13. Date of Next Meeting	Tuesday 19 th September 2023 @ 19:00			