

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), Heather Meggison (HM), David Taylor (DT)			
2. Apologies for Absence:	Paul Diamond (PD), Alan Holland (AH)			
3. Minutes of Last Meeting:	Agreed by those present at last meeting.			
4. Solar Panel Installation – quotation discussion	The latest quotations were presented in a summarised format and openly discussed. The overriding conclusion was that supplier “Square 1” presented the most commercially attractive package. A vote was taken and unanimously this was the preferred option. Copy of the proposal attached - appendix 1	Meeting to be set up between; Richard Green, Jasmine Backhouse, JE, HB	Richard Green	Next meeting
5. Matters Arising:	<ul style="list-style-type: none"> a) Curtain fireproofing as according to schedule b) Marking off parking space near Petanque court to enable disabled access to VH c) Fencing to road side of Petanque court d) Landscaping to area next to Petanque court e) VH risk assessment and simple risk assessment for hirers, also view on the Fire Risk assessment, HM to provide details. f) VH contents storage list g) Guttering and water butts for shed h) Defib supplier for new internal light i) Grass cutting for field ASAP. Also move the soil heap to fill in holes in field. Note to minute that it was decided not to go ahead and buy a mower but continue to pay the fee for each cut. j) Banner update – banner has been ordered for the Village Fete from Leiston Signs. Seperate boards have been made for the village “walking market” and have been erected. 	<ul style="list-style-type: none"> Quotations required Cross markings in area Complete Action plan required Review required Complete In hand In hand In hand Complete 	<ul style="list-style-type: none"> HM DT MH DT MS DT MS MS 	<ul style="list-style-type: none"> Next meeting Next meeting Next meeting Next meeting Next meeting Next meeting Next meeting Next meeting

6. Chairpersons Report	<ul style="list-style-type: none"> a) HB met with a gentleman from Yoxford village hall to discuss our sound reduction panels. b) DVH has been given a rebate sum of £500 by the Parish Council against the cost of additional chairs (total £800) c) VH management check list – an outline plan has been created and agreed. It has been suggested that forthcoming tasks are raised at each DVH committee meeting and are given owners for the following month. d) Charity commission scheme – amendments to the constitution scheme are required. e) Internal decoration is scheduled for 26/27/28 June, hall is out of order for these dates. f) DVH have had an offer from Easyfundraising to help us launch the scheme 	<p>No action</p> <p>No action</p> <p>Monthly action required</p> <p>Amendments required</p> <p>Inform band</p> <p>Follow up required</p>	<p></p> <p>MH</p> <p>HB/JE</p> <p>MH</p> <p>JE/JM</p>	<p></p> <p>Next meeting</p> <p>Next meeting</p> <p>ASAP</p> <p>Next meeting</p>
7. Finance Report	<ul style="list-style-type: none"> a) VH cost summary for 2023 to be presented, with cost comparison against 2022 and budget comparison. b) Question of GDPR and use of committee members details on our published sites and information 	<p>Presentation</p> <p>To be raised</p>	<p>PD</p> <p>PD</p>	<p>Next meeting</p> <p>Next meeting</p>
8. Future event report	<ul style="list-style-type: none"> a) Details for a fund raising race night at the VH have been circulated. Date now set for the 25th November. Mark and Annie to work up the ideas for the next meeting. b) Walking market on 11th June, refreshments to be made available in VH, volunteers arranged. 17 stallholders have confirmed (18 possible) 6 of which will be in the hall. Posters and map will be updated and social media will be updated. c) Village fete to be held on the 5th August. The Fox are happy to do the bar in the VH. Call out for help will be issued mid June after the walking market. 	<p>Ideas and requirements</p> <p>Participant list and publicity updated</p> <p>Call out for help</p>	<p>AM/MH</p> <p>HB/JM</p> <p>HB</p>	<p>Next meeting</p> <p>For event</p> <p>Mid June</p>
9. Projects update	<ul style="list-style-type: none"> a) Air conditioning discussion to be shelved for the moment b) Various building matters ie; plumbing in ladies loo, leaking urinal in gents loo and exhaust guard c) Kickboards to be added to internal doors, discussion to be held with Spencer 	<p>No action</p> <p>In hand</p> <p>To be discussed</p>	<p></p> <p>DT</p> <p>PD</p>	<p></p> <p>Next meeting</p> <p>Next meeting</p>

10. Maintenance and facilities update	<ul style="list-style-type: none"> a) The wall cupboard in the kitchen which appears to be coming away from the wall b) Filter in Buffalo water boiler & descale also, Keith Rolfe has offered his services 	<p>To be investigated</p> <p>Filter to be purchased</p>	<p>MS</p> <p>JE</p>	
11. Playground update	Summary of proposed playground quotations was presented together with an opinion from John and Heather Meggison (full report see appendix #2)			
12. AOB	<ul style="list-style-type: none"> a) Are we able to register for VAT as a registered charity? 	To be investigated	PD	Next meeting
13. Date of Next Meeting	Tuesday 27 th June @ 19:00			