## FLEGGBURGH VILLAGE HALL & PLAYING FIELD COMMITTEE Serving Fleggburgh, Billockby & Clippesby Minutes of the meeting held in the Village Hall on Thursday 28<sup>th</sup> October 2021 VHC LEAD/ lasted

		Action Required	lasted
Presen	t: Janette Ely (Chair), June Pratt (Vice Chair), Christine Merritt (Treasurer), Julie		
Osbor	ne (Secretary), Jackie Payne, Nick Dawes, Frank Brown and Ray Jennis		
Visito	r: Adrian Thompson		
	Apologies: Michelle Crowe, Sarah Small, Shaun Hacon		
	<b>Minutes</b> of the meeting held on 25 <sup>th</sup> September 2021 were approved and signed by the		Com
4.	Chairman as a true account.		Com
	Booking Officers Report		
	Boogie Bounce starts 1 <sup>st</sup> November, Badminton started in October having moved from		
	another Hall.	JE	O/G
	Agreed JPA to post in Caister Nextdoor app promoting children's parties in this Hall	JL	0/0
	A laptop that has been donated is being upgraded ready for our Booking Clerk. A 2 <sup>nd</sup> sim		
	card has been agreed as necessary for her to denote incoming calls re Village Hall matters.		
	If JW is ill a message will be posted on the website and a voicemail left on her phone will		
	prompt enquirers to contact JE instead.		
	Committee discussed and agreed that working hours of 9am – 5pm, with replies within 24		
	hours of the next working day, were reasonable.		
	In case of an emergency during Hiring of the Hall hirers will be instructed to contact JE by	JE/JO	
	her mobile or landline. Hiring agreement to be reviewed.	01.00	
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			<b> </b>
3.	Treasurers Report		
	Bank reconciliation information has already been emailed to Committee.	СМ	
	JE has to liaise with Barclays re access to the remote banking device	JE	
	Santander balance £28,249.39, Barclays £29,019.57 making Total £57,268.96		
	Payments for any future expenditure to be claimed back have to be repaid by cheque or		
	BACS.		
	New spreadsheets are being created by CM for Village Hall accounts. Debit card still being		
	processed by Barclays.		
	Agreed CM to enquire about comparing setting up a Lloyds/Halifax account instead of		
	Barclays to see if terms are preferable		
	CM now contacting Mark Proctor of Lovewell Blake about auditing the accounts for us		
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	Matters Arising		
	Trustees all new Trustees have been notified to the Charity Commission. Shaun Hacon is		Com
	currently not a Trustee but operates on the Committee as the Parish Council representative.		
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	Buildings		
	Wi-Fi – router has been delivered and BT are installing Broadband this week as per email		
	quote sent out to all Committee members on 18 <sup>th</sup> October.		
	Parforming Dights Music Liconco		
	<b>Performing Rights Music Licence</b> Sticker already on display in window. Due to level of finances reported (for the year up to		Com
	Sticker arready on display in whidow. Due to level of mances reported (for the year up to $31/12/2020$ ) £45 licence charge only for this year.		con
	Entrance area proposals		
	After 5 <sup>th</sup> October working group, pool table has been moved to store cupboard but will need		
	disposing of due to poor state of repair. ND has offered to lead redecorating project, paint		
	already stored on site. New LED lights to be priced up. Agreed budget for 2 armchairs of		
	£25 each, likely to be sourced from BHF. Notice boards to be covered in primary coloured		
	felt approximately £5 per sq. meter.		
	The Art Club are willing to display paintings in the entrance area on the wall above the		

radiator.		
Library bookcase in small hall to be moved to the entrance area, opposite small table, already in place. JE to liaise with Tennis Club about its refurbishment an improved storage		
of the books. A sign denoting the charity currently being supported will also be requested.		
<b>Fundraising/Events</b> Craft Fayre held in September was very successful; hire of tables raised £260 plus takings from refreshments raised in total £346.39 profit from the event. October, November and December Craft Fayres are fully booked (25 tables with 5 reserves). Committee are now to provide refreshments in October due to availability of Fleggburgh Church volunteers following a memorial service notification. The School is not providing refreshments for the November Fayre as previously thought. In June, July and August it might be possible to use the Playing Field.		
Events Subcommittee		
1. <b>Coffee, Cake and Chat</b> 1st event on Wednesday 27 <sup>th</sup> October was successful in generating interest locally but in future posters will be put up 1 week before this monthly	JPA, JO	
event. Spring events will be advertised in the Benefice Newsletters	JE	
2. Quiz Night Nippy Chippy is only available Tuesday evenings so JE will contact badminton group to negotiate possible switching of their booking once a month. Agreed ND should investigate	ND	
use of a bar. 3. Children's Christmas Party		
The Poor's Trust replied that they were not able to make a donation towards this event.		
Agreed promote Parents attending with their children due to CRB issues. Budget to be based on 50 children up to age 11. Adrian Thompson was thanked for offering to make a £300 donation. Firm details of event to be brought to next meeting. ND to investigate hiring an	ND	
entertainer.	JO	
4. <b>Jumble Sale</b> /Upcycling event Saturday 5 <sup>th</sup> February 2022 Agreed website to be updated with contact enquiries email for collection in January		
a) <b>Community Café</b> : This idea might be discussed at the next full meeting as Coffee, Cake and Chat is currently monthly.		
b) Tribute to Celia Boon 11/12/21	ю	
2:30 pm dedication ceremony with Mayor and Lady Mayoress to attend. The ceramic photo has been ordered and will be mounted on wall on 10/11/21. Quotes obtained from CIM and	JP	
SSAF for name plaque for door. CIM quote agreed in region of $\pm 30$ +vat. Curtains need some refurbishment - JP/JE to liaise with the sewing group. 3 quotes to be obtained by JE	JE	
for floor sanding and resealing treatment which is long overdue. Refreshments agreed tea mulled wine, sausage rolls mince pies. Invites to be prepared and issued (JP).	JPA,	
<ul> <li>c) Flyer for Dedication ceremony and Christmas Party to be prepared by JPA and JO by second week of November. AT to print and distribute.</li> </ul>	JO	
Website patience needed until Google find our website launched 20/9/21. All to encourage		
more people to search for it using the full domain name: <b>fleggburghvillagehall.org.uk</b>		
<b>Facebook</b> no replies received to post about any new supporters for the Village Hall. Norfolk Day Team still very supportive though.		
Health & Safety		
<b>CPR Training</b> 18 <sup>th</sup> November both slots $7 - 8$ and $8 - 9$ fully booked through JW with some reserves. Agreed that some reserves might be moved to $2^{nd}$ slot on $3^{rd}$ November. Donations to be made to trainer on the night. A January training date is to be investigated.		
<b>Capacity of the Hall</b> Numbers are: (pre Covid19) 130 when table seating included in functions. Fire Safety Risk Assessment (advisory) to be reviewed when Village Hall plans	JE, JO	

Chairperson						
SPECIAL MEETING Wednesday 17 <sup>th</sup> November at 7:30 pm Signed						
		Meeting Closed at 9:28 pm				
		. <b>Extraordinary Meeting</b> needed re Celia Boon Dedication; Children's Christmas Party and Queens' Jubilee agreed as Wednesday 17 <sup>th</sup> November at 7:30 pm. Next full meeting Wednesday 8 <sup>th</sup> December, as previously agreed.				
		<b>Queen's Platinum Jubilee</b> June 2022 Agreed that a small working group will be set up to work with the Parish Council and other organisations locally to plan for this celebration. JE to email the full Committee about this possibility.	JE			
		Agreed that FB will liaise with RJ re positioning of cones in car park on Tuesdays to facilitate continued safe siting of Nippy Chippy van.				
	5.	AOB Keys Issued to all Officers. Master keys will be collected back in from any original regular group hirers. Key register and new receipt form have now been set up. Agreed that Committee members will form a rota to share load with JE regarding key and hall opening duties.	JE			
	4.	<b>Correspondence</b> Mothers and Toddlers Group idea to be brought to another meeting. JPA confirmed that she has support and grant information about this.	СМ			
		repair their memorial bench.				
		November. Further updates will be deferred until January/February. Short Bowls Club are due to have their AGM to confirm a restart date or they will be requested to move their mats that are in storage. <b>Outside space</b> Thirtle family bench has been replaced and Dyble family are starting to				
		and refreshments team. JE to remind groups that cleaning facilities are available, if desired. Set up women's sports group: Weekly Badminton has started, Boogie Bounce starts 1 <sup>st</sup>				
		Formal hire agreement to be revised JE <b>Covid 19 update</b> Due to rise in case numbers flow tests are to be conducted by stall holders				
		are passed from JE to JO. JE to liaise with M Woodrow re monthly fire alarm testing including recording in a log.				