

**FLEGGBURGH VILLAGE HALL
& PLAYING FIELD COMMITTEE**
Serving Fleggburgh, Billockby & Clippesby
Minutes of the meeting held in the Village Hall on Monday 29 July 2024

	VHC LEAD/ Action Required	Comp leted
Present Jackie Payne (Chair), Nick Dawes (Vice Chair), Nicky Coombes (Treasurer) Julie Osborne (Secretary) Marsha Birkett, Janette Ely, Christine Merritt, Ray Jennis (arrived 8pm).		
Apologies: Hannah Scoates, Sophie Dixon, June Pratt, Adrian Thompson, Fleggburgh School		
Minutes of the meeting held on 24 June 2024 were approved and signed by the Chairman as a true account.		Com
Booking Officers Report JPA reported for SD. From January a spiritual group will be booked every other Thursday. New badminton group also trying Thursdays as well. Football team update: public liability insurance received from club. JPA to forward copy of policy to NC. Insurers are part of Sport England. Pitch has been registered with Football Association, part of Northeast Norfolk football association. Club still considering installing own portacabin.		O/G
Treasurers Report NC phoned Kings Arms. Discussed sending letter expecting payment within 7 days and issues concerning locking gates. Agreed to include there will be repercussions if not paid. NC to forward draft to JPA. Hand delivered copy will be delivered. NC desires tighter booking system. JE reported Barclays required the entity change because we are a charitable trust. 5 to 7 working days after charity commission details confirmed the mandate should be completed. JPA making a 3 rd party complaint tomorrow. Santander account - JPA has already made 3 rd party complaint about delays. Santander have escalated the complaint. Expected to be resolved by end of August.		O/G
Car Park ND updated: outline drawings still awaited from architect Graham to submit to Sport England. ND, JPA and AT have chased him. ND to seek alternative architect and proceed by the end of the week.	ND	
Health and Safety Fixed Electric testing – Phoenix Fire Alarms Ltd., plus 2 other firms, will be approached for quotes. Discussed annual audit of kitchen equipment and deep clean being necessary, plus regular checking of edible goods' sell by dates. CM offered to do this with one member still tba. Maintenance records to include this.	JPa	

<p>Matters Arising</p> <p>Playground Equipment - grant decision awaited in approximately six weeks.</p> <p>Finance & General Purposes Agreed seek 3 quotes to replaster ceilings and paint walls of all toilets. ND needs details end Wednesday. JPa to share pat testing kit details with NC. Wireless microphone missing. JE investigating replacing microphone plus JPA also seeking help. Postponed meeting rearranged for Monday 12th August 7pm.</p> <p>Mural Letters for clubs and sponsors have been drafted and will be issued when HS is back from holiday.</p> <p>Events Committee update Games Night in July – a small cohort enjoyed event. Starts tried at 6:00pm and 4:30 pm previously, but not really supported by community. Yard Sale - £71 profit made. Extra helpers on Friday night before Jumble Sale were really appreciated. Saturday 27th - JPA big thank you to all helpers some with health issues - £390 raised great result. Considered future sales lasting one or one and half hours instead of two. Committee Tea on August 14th - 20 names so far. Christmas event will allow for working members. Rock n Roll 60s Night 7th September - adverts out, in NR29 and Great Yarmouth Mercury to be included by JO.</p> <p>Charity Commission Finance audit deadline will be met. Policies - JPA researching Data Protection, Hall and General Playground Health and Safety, CCTV, Child Protection, Complaints, Finance and Equal Opportunities. Two policies to be circulated before next meeting.</p> <p>Any Other Business Pride Flag theft - flag successfully returned to JPA after PC Gary May spoke to an individual. Committee to discuss flag again March 2025. Unfortunately, a member of a mental health walking group was recently told that they couldn't park on the car park one morning at 10am. JPA has clarified that this is not the case.</p>	<p>JE</p> <p>NC</p> <p>JPa</p>	
<p>Meeting Closed at 8:20</p> <p>NEXT MEETING 9th September at 7pm</p> <p>Signed..... Date.....</p> <p>Chairperson</p> <p>Secretary</p>		