

**FLEGGBURGH VILLAGE HALL  
& PLAYING FIELD COMMITTEE**  
*Serving Fleggburgh, Billockby & Clippesby*  
**Minutes of the meeting held in the Village Hall on Monday 24 June 2024**

	VHC LEAD/ Action Required	Comp leted
Present Jackie Payne (Chair), Nick Dawes (Vice Chair), Nicky Coombes (Treasurer) Marsha Birkett, Ray Jennis, Janette Ely, Christine Merritt, Hannah Scoates.		
<b>Apologies:</b> Julie Osborne, Sophie Dixon		
<b>Remembering Frank Brown.</b> Chair spoke about Frank and his legacy in the village followed by a minutes silence in remembrance. If committee members wish to donate money in remembrance of Frank it will go to Macmillan in accordance with family wishes.  <b>Minutes</b> of the meeting held on 13 May 2024 were approved and signed by the Chairman as a true account.		<b>Com</b>
<b>Booking Officers Report</b> Two new enquiries for groups to meet at the hall; a new badminton group and a Karate club. Neptune Twirlers are hiring the hall every 2 weeks on a Thursday evening. Four party enquiries and a donation from a couple getting married that would like to use the field and the car park for parking. A brownie pack wish to use the hall to hold private quiz nights. Wherry Archers have booked and paid for their winter practice sessions. Adult weight management returns on 1 July.  Football team update. Stuart the lead on the football team has been on holiday. Discussions are ongoing with work on the field taking place. A further meeting to be arranged regarding grass cutting, when, where and how often in line with the Parish Council precept cuts.		<b>O/G</b>
<b>Treasurers Report</b> JE outlined issues with Barclays Bank and their overhaul of their Charity Accounts which has impacted on changing signatories for our account. A complaint will be lodged with the bank and also with the financial ombudsman. Discussed changing banks to Unity Bank which appears to have much better customer service. Agreed to wait until outcome of grant application as changing banks whilst that is being processed would be problematic.  Cleaners pay discussed and agreed to increase to £13.50 per hour. It was agreed that our cleaner is proactive, helpful and flexible in her working hours. Her work is excellent and she takes pride in the appearance of the hall and this should be rewarded. JPa proposed increase, seconded by JE. Unanimous agreement from committee.  For 2024/25 financial year the concurrent function on open space funding has been removed by GYBC. This is also the case for the 2025/26 financial year. In real terms this impacts the village hall committee for grass cutting of the field, verges and children's playground and around the village sign. The Parish Council have already contracted Garden Guardian for 24/25 financial year. Discussions on new contracts start in September and further talks with the Parish Council will take place to work out a way forward.  End of Year Accounts have been circulated to members and duly signed as an accurate record.	JPa/ NC	<b>O/G</b>
<b>Car Park</b> ND updated current situation with Sport England and architect and plans to be submitted to GYBC Cost of submitting the plans will be £293.  JPa has received communication from a member of the public regarding our Governing Document and proposed car park extension and a possible breach of that document. The committee discussed		

the reasons for the car park extension at length and agreed that the car park extension is required to provide accessibility to the hall for all users of the hall, church, school and pub especially at school drop off/collection time and when large events are being held.		
<b>Health and Safety</b> Page 8 5/3 of the Fire Risk Assessment recommends Fire Exit Keep clear signs. This was agreed to be actioned and for the booking clerk to add advice to the booking form to make this clear. Also when allowing access to the hall for new bookings the fire exits to be highlighted and ask they inform their attendees of the same at the start of their event. General discussion regarding safe working practices e.g buddy system when working alone, locking the door from the inside etc. Page 12 recommends Fixed Electric testing. Quotes to be obtained	SD  JPa/ ND	
<b>Matters Arising</b> <b>Playground Equipment</b> Grant application for £20k has been submitted. Process takes 12 weeks.  <b>F&amp;GP update</b> Committee looked at spreadsheets to see where best practice and savings could be made. Electricity supply is likely candidate for better value for money with different provider. Improved advertising for life event celebrations at the hall. Discussion re NR29 guide and ‘dressing’ the hall to show how it can be used. Indoor car boot idea to be taken to Events committee for discussion. Longer term projects included upgrading the toilets. Next meeting 22 July.  <b>Events Committee update</b> Last quiz was a resounding success. Crib and Chips was also success and next board games night will be held 16 July. D day poppy display received great reviews on Facebook and the school were delighted to be involved. Committee thanks JPa and MB for their work in this project. Future events include 2 live music sessions, the yard sale organised by the church with joint working on refreshments at the hall. 14 Aug full committee and helpers get together. Line dancing - unable to find a teacher for sessions at this time but ongoing enquiries being made.  <b>Flags</b> It is with much sadness that a theft report has been submitted to Norfolk Police after the Pride rainbow flag was removed from the flagpole. CCTV shows the culprit who has been identified by 3 independent people. We are an inclusive committee working for all members of the community.  <b>Mural</b> As per last meeting cost is £2000 plus vat. £1k to be raised by donations from sponsorship of those represented in the murray. £1k to be raised by village hall events specifically targeted at mural fundraising.  <b>Any Other Business</b> Email received from CONTEC regarding the wifi and setting up direct debit. F&GP to look at costs and other providers Nippy Chippy are regularly overpaying to decreased the backlog. KA meeting to be held.  Fencing around the ‘scrapings’. Frank Brown's contacts have very kindly agreed to honour his commitment on the fencing loan until it is no longer required or their need is greater. JP to thank on our behalf.  PAT testing equipment is available for us to purchase. Discussion regarding value and benefit took place.	JE  NC   CM    HS   NC  JP  HS	
<b>Meeting Closed at 20:39</b>  <b>NEXT MEETING</b> <span style="float: right;"><b>at</b></span>  <b>Signed..... Date.....</b>  <b>Chairperson</b>		