

**FLEGGBURGH VILLAGE HALL  
& PLAYING FIELD COMMITTEE**  
*Serving Fleggburgh, Billockby & Clippesby*  
**Minutes of the meeting held in the Village Hall on Wednesday 11<sup>th</sup> May 2022**

	VHC LEAD/ Action Required	Comp leted
Present: Janette Ely (Chair), June Pratt (Vice Chair), Christine Merritt (Treasurer), Julie Osborne (Secretary), Frank Brown, Marsha Birkett, Ray Jennis Visitor:		
<b>1. Apologies:</b> Sarah Small, Nick Dawes, Adrian Thompson		
<b>2. Minutes</b> of the meeting held on Thursday 31 <sup>st</sup> March approved and signed by the Chairman as a true account.		Comp
<b>3. Booking Officers Report</b> One repeat annual birthday party has been booked. Hiring Agreement – agreed to include that we will notify hirers the charge incurred if helium balloons have to be recovered from the ceiling. Gorleston Community Choir event for Fleggburgh Church was a well-attended successful evening. Agreed JE to ask JW to advise number of enquiries made for bookings in future.	JE/JW	
<b>4. Treasurer's Report</b> Detailed banking figures for March have already been emailed to all Committee members. Kings Arms have paid. A payment receipt letter will stipulate terms as agreed previously. Utility usage costs agreed with Bowls Club. CM will issue a letter and invoice to Nippy Chippy. CM/Helen Atkinson will also create an agreement to be issued to commercial hirers. Contact details have been updated in our letter of engagement with our accountants Lovewell Blake Llp.	CM	
<b>5. Matters Arising</b> <b>Buildings</b> <b>Toilets</b> Agreed install 3 hand driers £379 +vat each, replace lights and install hand driers fitting cost 3195. PIR water save quote reviewed, one other quote to be sought for this new technology. <b>Mains water</b> usage - CM to check usage with our water supplier Essex and Suffolk Water. <b>Updating heating</b> in Main Hall – Barford heating (quote as emailed) have advised having a new boiler outside just for Main Hall heating system with new radiators installed inside to provide quiet, effectively controlled heating. Lowering of the ceiling was also suggested. Agreed JP to find out length of time needed to complete work already quoted. FB to seek one other quote and JO also.  <b>Fundraising/Events sub committee</b> <b>Jumble Sale</b> - 21st May advertised on Facebook, GYM, website and NR29. Clothing already being stored. Friday 20 <sup>th</sup> 8 pm set up and sorting of donations. <b>Community café</b> Agreed next café will be Wednesday 1 <sup>st</sup> June, 10:00 – 12:00 <b>Quiz Night</b> – 16th June Hall not available so agreed June 30 <sup>th</sup> provisional date, with Martham Kebab supplying food delivered to the Hall. Same quiz master will be used. <b>Craft Fayres</b> – April 30 <sup>th</sup> Fayre raised approximately £300. Next Fayre May 28 <sup>th</sup> Country Fayre approach. July 30 <sup>th</sup> and August (27 <sup>th</sup> ?) Fayres – stalls will be on the field as well as in the Hall. Marshalls are being organised re car parking. <b>Murder Mystery Night</b> Julie Porter had offered to lead such an event lasting 1 hour. Christmas/Burns Night/other themes possible. £65 fee, 7:30 – 9:00. Teams of 4-6, Village Hall to provide the prize. Events subcommittee to consider.	CM/ND  CM  JP  FB,JO  JPA, JO, CM, MB	

<p><b>Antiques and Collectables Fairs to be held on</b> 16<sup>th</sup> July and 8<sup>th</sup> October. Agreed Village Hall will hold a Tombola stall.</p> <p><b>Governing document</b> Solicitor Helen Atkinson reviewed the Trust Deed as per her emailed findings. Agreed ask her to advise re a modern worded version.</p> <p><b>Queen’s Platinum Jubilee working group:</b> Planting of 5 trees in Parish (Churchyard, Playing Field, Pipistrelle Close, Clippesby sign and Billockby Churchyard) to be carried out before June 5<sup>th</sup>. Family event on Playing Field Sunday June 5: bring your own food celebratory event. Medals for races. £150 donation from Village Hall to support the event, not possible to approach the Parish Council currently regarding a donation.</p> <p><b>Mural</b> in Main Hall. Art group have reviewed details previously sent by email. JO to meet Art group 17<sup>th</sup> May and will advise further. Fixing on top of sound insulation board to be investigated.</p> <p><b>Health and Safety</b> <b>Exterior lighting</b> carried forwards to next meeting <b>Resurface car park</b> - initial findings - carried forwards to next meeting. CM to obtain some costings. <b>Playground equipment</b> – alternative piece of playground equipment yet to be agreed. Picnic bench suggested. <b>Grassed area near Village sign</b> – carry forward to 2023</p> <p><b>Intended expenditure:</b> paint already peeling on front of porch canopy (redecorated 2019) JO to contact Robert Balls to review the work.</p>	<p>CM</p> <p>CM</p> <p>JO</p> <p>JE JE, CM</p> <p>JE,JP</p> <p>JO</p>	
<p><b>6. Correspondence</b></p>		
<p><b>7. AOB</b> Cancellation policy - Agreed Hire Agreement to be amended to include that if event cancelled 1 week before a cancellation fee may be charged, at the discretion of the Village Hall Committee. Neighbourhood Plan referendum to be held 16<sup>th</sup> June 7am – 10pm JE will email dates regarding sorting rubbish for a skip. Wireless sensor for oil tank levels needed. JO to investigate.</p>	<p>JE</p> <p>JO (ND)</p>	
<p><b>Meeting Closed at 9:45</b> <b>NEXT MEETING Thursday 23<sup>rd</sup> June at 7:30pm</b></p> <p><b>Signed..... Date.....</b></p> <p><b>Chairperson</b></p>		