

**FLEGGBURGH VILLAGE HALL
& PLAYING FIELD COMMITTEE**
Serving Fleggburgh, Billockby & Clippesby
Minutes of the meeting held in the Village Hall on Thursday 31st March 2022

	VHC LEAD/ Action Required	Comp leted
Present: Janette Ely (Chair), June Pratt (Vice Chair), Christine Merritt (Treasurer), Julie Osborne (Secretary), Frank Brown, Nick Dawe, Marsha Birkett Visitor: Adrian Thompson		
1. Apologies: Sarah Small, Jackie Payne, Ray Jennis		
2. Minutes of the meeting held on Wednesday 22 nd February approved and signed by the Chairman as a true account.		Comp
3. Booking Officers Report Secure key safe (£25) fully installed to allow access by Committee members. Hiring Agreement: new changes including No smoking on the premises – new version being used since 2 weekends ago. Pizza takeaway provider didn't start due to travelling issues. Mac'n Cheese have started trading - 2 free sessions, as a new business, but with electricity costs covered. Wednesday evening dance class has started. Numerous party bookings and St Margaret's Church has booked the hall for the return of the Gorleston Community Choir. Noticeboard damaged during a party, part of deposit withheld. JO and ND to handle swapping boards. Also chairs in the entrance area damaged later which CM will kindly tackle to refurb.	JE/JW JO, ND CM	
4. Treasurer's Report Detailed banking figures for February have already been emailed to all Committee members. Santander balance £28,249.39 Barclays £28,642.68 making total £56,892.07. Debit card ordering will now be able to proceed due to new letterhead having been produced. CM to visit Kings Arms. A payment receipt letter will stipulate terms as agreed previously.	CM CM, JO	
5. Matters Arising Buildings Ceiling lighting – kitchen lighting being replaced tomorrow with more efficient LEDs by Jason Hodds. I old unit has recently failed. Mains water usage - CM to check usage with our water supplier Essex and Suffolk Water. 3 Quality hand driers for toilets (Blade dryer style) to be sourced priced in the region of £420 each plus installation costs. Bins in ladies toilets to be sourced also new bins to replace kitchen bins. Wall soap dispensers to be replaced with a more robust design. Contact to be made with the Bowls Club by letter to clarify water and electricity payments. Updating heating in Main Hall – Barford heating have advised having a new boiler outside just for Main Hall heating system with new radiators installed inside to provide quiet, effectively controlled heating. JP to contact Paul Barford again as initial estimate of works necessary not yet received.	ND CM ND CM JO JP	

<p>Fundraising/Events sub committee</p> <p>Jumble Sale - 21st May, to be advertised on Facebook, GYM, website and NR29 amongst others. Clothing will be stored from May.</p> <p>Community café Monday 7th March 2:30 – 4:00 little improvement in turnout. April 4th event might be the last one.</p> <p>Fish and Chips Quiz Night – March 15 event was a great success. Contact has been made liaising again with badminton group about future dates. Next event booked and advertised for April 19. ND and CM to advise future dates when agreed by all and these will be included in NR29.</p> <p>Craft Fayres – Craft Fayres held Saturday 26th February and 31st March. Well attended by crafters in March, but low footfall. Refreshments were busy. Country Fayre approach to be investigated for April 30th.</p> <p>Manning levels need to be checked carefully, especially setting up on Friday evenings.</p> <p>Murder Mystery Night Julie Porter had offered to lead such an event. JP has made several attempts to make contact to move this forward and will advise further.</p> <p>Governing document Solicitor Helen Atkinson is now reviewing the Trust Deed and associated documentation. Advice will be possible after the weekend.</p> <p>-----</p> <p>Queen’s Platinum Jubilee working group:</p> <p>Possible siting’s for 5 trees (flowering cherry, silver birch, hornbeam) to be carried out before June 5th discussed. Family event on Playing Field Sunday June 5: bring your own food celebratory event, musicians, old fashioned games, cake competition and wearing red white and blue theme. £150 donation from Village Hall to support the event, Parish Council have been approached about a donation. Decision expected April.</p> <p>-----</p> <p>Mural/art works in Main Hall. Agreed a board created by community on June 5 no longer feasible. Mural to be completed within the Platinum Jubilee year. JO has made contact with the Art group and will advise further shortly.</p> <p>Health and Safety</p> <p>Vermin - control of rats and mice has been completed at a cost of £200. Moles in play are no longer active and there have been no more sightings of rats believed to have been coming from under the porta cabins.</p> <p>Removal of old metal – a skip will be arranged for a working party - date t.b.a. Some cleaning of marks on walls in Main Hall would also be possible. JE to resolve scrap metal issues which should generate income.</p> <p>Exterior lighting on timers are possible, JE to circulate photos.</p> <p>Resurface car park - initial findings - JE now has 3 contacts and will advise in due course.</p>	<p>JPA,JO</p> <p>ND, CM</p> <p>(JPA)</p> <p>JP</p> <p>CM</p> <p>JE</p> <p>JO</p> <p>JE</p>	
<p>Playground equipment a catalogue showing different possible designs for new equipment was circulated. A working group suggested a large timber adventure apparatus costing £16,000 plus vat replace the existing faulty metal apparatus at the front of the play area. Matting would cost £1-3,000 extra. Agreed JE approach the Parish Council to apply for the National Lottery Awards for All grant of £10,000 allowing them to place the order. Village Hall to fund the balance and insure the equipment and maintain it which should be minimal. GYBC would carry out regular inspections. AT to check this donation system with his Accountant.</p> <p>Energy costs - how we manage them: discussed charging extra for one off events. Agreed need to monitor increased usage carefully and review in June.</p> <p>Grassed area near Village sign – suggestion previously to scrape surface, lay weed repellent sheeting, lay shingle, plant up and display an old farming implement(to be sourced). CM advised costings could be £700. AT to contact Sandra. JP to forward some planting information that she has received.</p>	<p>JE</p> <p>AT</p> <p>JP, JE</p>	

6. Correspondence		
7. AOB Role of booking clerk reviewed noting current tasks. Agreed increase pay from 1 st April and review in 3 months. JE/JW will itemise the duties needed. Jazmina’s new phone number – Facebook, plus website have been updated. NR29 will be updated. Intended expenditure: paint already peeling on front of porch canopy (redecorated 2019) and soffit and fascia at back of Main Hall is well overdue for redecoration.	JW JO	
<p>Meeting Closed at 9:55 NEXT MEETING Wednesday May 11th at 7:30pm</p> <p>Signed..... Date.....</p> <p>Chairperson</p>		