

<b>FLEGGBURGH VILLAGE HALL &amp; PLAYING FIELD COMMITTEE</b> <i>Serving Fleggburgh, Billockby &amp; Clippesby</i> <i>Minutes of the meeting held in the Village Hall on Monday 9<sup>th</sup> September 2024</i>		
	VHC LEAD/ Action Required	Comp leted
Present: Jackie Payne (Chair), Nick Dawes (Vice Chair), Julie Osborne (Secretary), June Pratt, Janette Ely, Ray Jennis, Christine Merritt, Marsha Birkett Visitors:		
<b>1. Apologies:</b> Nicky Coombes, Sophie Dixon, Hannah Scoates		
<b>2. Minutes</b> of the meeting held on Monday 29 <sup>th</sup> July 2024 were approved and signed by the Chairman and Secretary as a true account.		<b>Com</b>
<b>3. Booking Officers Report</b> JPa thanked Ray Jennis, Marsha Birkett, Keith Osborne, Julie Osborne, and Ed Dixon for their efforts clearing the large area of nettles in the corner of the field near the portacabins. A new portacabin onsite is for football changing facilities. Parking arrangements due to Football match and a party in the Hall on 14 <sup>th</sup> September were confirmed. Discussed raising hire deposit due to theft of microphone and damage to a fire door. Agreed increase hire deposit from £50 to £100. Agreed quote of £384.22 (Premier Fire Doors). £50 deposit already withheld from party hirer. Agreed JPa to discuss with hirer with view to full payment of door replacement. Local govt. charges discussed - Hall is typically used from 7 am to 10 pm preventing maintenance or club use. Unanimously agreed increase to £200.  SD's note - updated about current clubs and that in January a spiritual group will start. Long term hirers form discussed and agreed noting that a Damage Clause should be included. JPa to contact SD about this and that a Damage Clause should be included in short term hirers form also. Agreed a clause to be included in both forms about Village Hall Committee not being responsible for any damage to vehicles or persons or their personal property in the car park. This will be circulated before next meeting.	<b>SD</b>          <b>JPa</b>	<b>com</b>
<b>Treasurers Report</b> JE reported no Kings Arms payment received. JPa read out letter already sent to Kings Arms. JPa to see Mark Dixon tomorrow. JPa to seek legal advice about closing gate if no payment forthcoming following discussion on 10 <sup>th</sup> September. JE has made two complaints to Barclays on behalf of Hall and personally. Barclays balance reported in excess of £28,000. JE to contact JO tomorrow with exact figure.  JPa reported that Borough Council have removed Open Spaces funding which was used by Parish Council to pay for grass cutting on playing field, by the village sign and children's play area at an annual cost of £2,148 incl. vat. Discussed paying for grass cutting or applying for a grant from Parish Council or not paying. Two quotes received of £2,148 and one of £1,320 to cut only the play area and the area by the sign, as the football club will cut the whole of the actual playing field. CM cited conflict of interest and did not participate in discussion and did not vote. Agreed JPa to email Clerk for more information about PC finances and agreed apply for grant (with one abstention). Santander account cards for new signatories have been received. Goodwill payment following our complaint has been offered of £200 but agreed decline offer.	<b>NC</b>          <b>JPa</b>	<b>O/G</b>
<b>Car park extension</b> ND thanked JO for work involved in processing of Sport England application which has been approved. G Brown confirmed today that planning application will be submitted by end of this week. Cost basis quote (as per original specification) received of £13,800 plus vat (i.e. £16,560) doesn't include resiting gate or providing any bollards between car park extension and field providing thirty-five extra car spaces. ND to request hardcopy of new quote. Agreed which quote accepted, subject to planning permission. If planning permission granted – agreed Plan C to go ahead extending car park to level with front of basketball court and across the field (behind the back of the hall) towards the path using existing planings. Discussed potential impact on orange shelter.	<b>ND</b>	

<p><b>5. Matters arising</b>  <b>Health and Safety kitchen audit</b> three members have agreed to carry this out, date to be set.</p> <p><b>Playground equipment</b> JE reported regretfully Lottery funding grant application was turned down due to a greater need elsewhere. Potential of some 106-funding money suggested by AT previously to JPa.</p> <p><b>Finance and General Purposes Committee</b>  Initial discussion at last meeting about agreed float or delegated authority for maximum spending limit. Minutes required at future meetings and an accounting system.  Hallmaster Booking system: information received - ND to send to NC, SD to be consulted also.  F&amp;GP to propose an amount for delegated authority at next main committee meeting.  Quotes to replace carpet section by front door to be sought – discuss at next meeting.</p> <p><b>New mural:</b> one positive reply re donations to date - from Clippesby Hall. HS to follow up other letters.</p> <p><b>Ceiling repairs:</b> work completed, repaint in 3 weeks. 2 contractors' details available already, 3<sup>rd</sup> needed. Agree quote before next meeting. Replace carpet by door - quotes to be sought by ND.</p> <p><b>Events committee update:</b> 'Backtracking' event cancelled at a cost of £175 to pay the band. Bar requested no fee.  Jeff Gallant country singer event on 23<sup>rd</sup> Nov. 20 tickets sold to date.  Quiz Night tomorrow – 55 people attending.  Jumble Sale 5<sup>th</sup> Oct.</p> <p><b>Parish council representative on Village Hall committee</b>  7<sup>th</sup> August CM appointed at Parish Council meeting. Discussed issues regarding conflict of interest with committee members. Confirmed Committee would like a Parish Council representative. Unanimously agreed keep CM as representative until end of year when new members of the Parish Council might accept the role.</p> <p><b>Policies</b>  Data Protection Policy - unanimously agreed JO as Data Protection Officer. JPa suggested disclaimer at bottom of emails relating to village hall matter sent by committee.  Data Protection, CCTV and Conflict of Interest all agreed and signed by Chair and Secretary. JPa emailing pdf copies of policies to JO for website. Child protection, Health and Safety in children's playground policies to be drafted ready for next meeting.</p> <p><b>Letterbox for Hall</b> - external fixing of unit agreed, JPa to purchase. ND to fix.  Address check, ensure efficient updating of all records.</p> <p><b>Suggestion box request</b> Discussed issues regarding potential hourly charging for club hirers. If Hallmaster system adopted, further data would facilitate such discussion.</p>	<p><b>O/G</b></p> <p><b>HS</b></p> <p><b>ND</b></p> <p><b>JPa</b></p> <p><b>JPa</b></p>	
<p><b>6. AOB</b>  Microphone quotes discussed, agreed JP to source replacement.  Accident report completed 2<sup>nd</sup> September – JPa confirmed no Health and Safety issues for Hall.</p>		
<p><b>Meeting Closed at 9pm</b></p> <p><b>NEXT MEETING: Monday 21<sup>st</sup> October 2024 at 7pm</b></p> <p><b>Signed..... Date.....</b></p> <p><b>Chairperson</b>  <b>Secretary</b></p>		