

**FLEGGBURGH VILLAGE HALL**

**& PLAYING FIELD COMMITTEE**

*Serving Fleggburgh, Billockby & Clippesby*

*Minutes of the meeting held in the Village Hall on Tuesday 13th February 2024*

	VHC LEAD/ Action Required	Comp leted
Present Janette Ely (Chair), June Pratt (Vice Chair), Jackie Payne (Acting Secretary), Marsha Birkett, Hannah Scoates, Christine Merritt, Sophie Dixon, Ray Jennes, Frank Brown Visitors: Jon Walshe, Adrian Thompson		
<b>1. Apologies:</b> Nick Dawes, Ricky Doyle		
<b>2. Minutes</b> of the meeting held on 9/1/2024 approved and signed by the Chairman as a true account.		Com
<b>3. Booking Officers Report</b> Hall booking enquiries experienced a dip prior to Christmas and the month of January but are on the increase in February. The booking form has been updated to include any entertainment coming onto the site which may affect electricity usage so that an additional charge can be included if required. Wherry Archers and a weight management group have also joined the many other various clubs using the hall. There is a high uptake of bookings following enquiries and feedback is sought when a booking isnt followed up to inform future bookings.		
<b>4. Treasurers Report</b> The Chair is currently keeping an audit trail of bank payments and cash received.  Kings Arms have paid and are up to date. The pub will be invoiced for this year. Discussion about a concession whilst the roadworks are in place and the car park is being used by Highways.  Nippy Chippy. No payment received and email to be sent from the Chair requesting receipt as soon as possible. If this is not forthcoming then a face to face discussion will be had.  Draft terms of reference for new Finance and General Purposes Committee were agreed with the agreement that members do not have to get that committee authorisation for minor expenditure e.g. toilet rolls. Members were invited to join this committee. Christine Merritt, Nick Dawes and Ray Jennes volunteered. Thanks were expressed to Nick Dawes for putting together the draft terms.		JE
<b>Matters Arising</b>  <b>Roof Repairs</b> The main hall and ladies toilet have been repaired with no further leaks. There is a small leak into the music cupboard which appears when strong wind and rain coincide. Lead burning may solve this issue. Nick Dawes and Janette		JE/ND



**Chairperson**