

**FLEGGBURGH VILLAGE HALL & PLAYING FIELD COMMITTEE**

*(Serving Fleggburgh, Billockby & Clippesby)*

*held in the Village Hall on Wednesday 21<sup>st</sup> July 2021 at 7:30 pm*

	VHC LEAD/ Action Required	Comp lsted
<b>Present</b> Janette Ely (Chair), June Pratt (Vice Chair), Christine Merritt (Treasurer), Julie Osborne (Secretary), Jackie Payne, Nick Dawes, Michelle Crowe, Frank Brown, Ray Jennis and Julie Church (School rep)		
<b>1. Apologies:</b> Shaun Hacon (PC rep) and Sarah Small		
<b>2. Minutes</b> Those of meeting dated 29 <sup>th</sup> April 2021 were agreed as a true record with one minor amendment. Minutes of Special Meeting dated 9 <sup>th</sup> September 2020 (attended by 3 current committee members) were not available to be signed. This will be carried forward to the next meeting. Minutes of meeting dated 30 <sup>th</sup> June 2021 were agreed and signed.	JE,JO	
<b>3. Booking Officer's report</b> JE reported that she had emailed 2 applicants for Booking Officer post and will be in touch them further. Discussion about Norfolk Day having been postponed until 21 <sup>st</sup> August due to rising Covid infection rates. JPA to contact Craft stalls with a view to determine level of interest for Village Hall Craft Fayre planned to be held on August 28 <sup>th</sup> . A Table of 'Regular Bookings and Irregular Bookings' will be created and shared with Committee also posted on Facebook to inform the Community. JO also proposed informing names of Officers. JC/JPA suggested that the Secretary's email address should be a generic one to maintain privacy. JP requested that new table is emailed to Michal Woodrow to facilitate cleaning of the premises. <b>4. Treasurer's report</b> Transfer of banking signatories is being finalised. JE to contact Judy Stewart (exVice Chair) to assist with this, at this time. CM has asked for a card from Barclays to pay monies in with. Back of paying in slips is now to be filled in. 4. Grant £8000 should have been received by credit transfer. As bank signatories are not yet complete JE to ask Adrian Thompson to assist with this. CM to investigate whether Mark Dixon has paid £2,000 for staff car parking on Village Hall car park. Invoice for GYBC elections was discussed and agreed to be £100 (as before). CM shared draft invoice and receipts to be voted on later. Cleaner has requested bank transfer payment instead of cheques. JE to email requesting invoice and bank details. CM to investigate Parish Council payments for hire of hall.	JE  JPA JO JO JO  CM,JE CM JE  JE	O/G
<b>Matters Arising</b> <b>Meeting dates</b> Discussion was held about some dates being Wednesdays and Thursdays. Agreed next 2 meetings would be Wednesday 25 <sup>th</sup> August and Wednesday 22 <sup>nd</sup> September.		

<p><b>Trustees</b></p> <p>CM circulated sheet for outstanding contact details of Committee members who will be Trustees, being all except the School representatives. Julie Osborne, Janette Ely and Frank Brown are already registered with the Charity Commission.</p>		
<p><b>New Play equipment</b></p> <p>Shaun Hacon has agreed to be 2<sup>nd</sup> reference point in application for grant for the new play area. Bank details are also to be advised by Chair</p>		
<p><b>Village Hall gates</b></p> <p>2. FB has changed combination and school have the number. 3 JPA has advised the emergency services</p>		
<p><b>CCTV</b></p> <p>Chair requested that Chair of Fleggburgh Parish Council now orders 2 CCTV cameras, as agreed at last meeting. Discussion took place whether to purchase an additional camera. Not deemed cost effective at this point and to be revisited at a future date. FB confirmed that the angle of the cameras can be adjusted after being set up initially.</p>	<p><b>FB</b></p>	
<p><b>Keys</b></p> <p>Further discussion about how to issue keys to hirers. JE proposed number 1 key to allow entering through main front door and access to all internal areas, excluding the Sound System cupboard. Cost £8.75 + vat each JE to start key register and all hirers to sign. MC suggested that a deposit of £10 for each key is charged, agreed by Committee. Irregular hirers will collect the key from the Booking Clerk. JE to investigate attitude of insurers regarding issue of keys. Broker visiting at beginning of August.</p>	<p><b>JE</b></p>	
<p><b>Hire Fees</b></p> <p>Currently to be reviewed at next AGM. CM has already started investigating with other halls. Proposals will be brought to the next meeting. Business use is to be investigated, 1 group currently involved. Post Office – CM to investigate billing procedure.</p>	<p><b>CM</b></p>	
<p><b>Ongoing works</b></p> <p>JP has received quote for advisories following PAT testing. JE to email advisories to JO. David at AC Electrical will return on 2<sup>ND</sup> August. JP to pass key to RJ as Bowls Club will also be inspected. JP to confirm outcome(s) by email.</p>	<p><b>JP,RJ</b></p>	
<p><b>Wish List of improvements</b></p> <p>Neville Pratt will review sound equipment in the next week or two to see if acoustics can be improved. Estimate of ceiling height in Main Hall agreed as 50 feet. JE has to advise height re a bouncy castle party booking in September.</p>	<p><b>JP</b></p>	
<p><b>Fundraising</b></p> <p>Subcommittee agreed as CM, JPA, JE, ND and MC Refreshment team (including CM) needed for Craft Fayre on Saturday 28<sup>th</sup> August. This is close to postponed Norfolk Day event (now to be held on 21<sup>st</sup> August). Some Fundraising opportunities are to be shared with Methodist Church and other groups.</p>		

<p>JO reported interest from Coffee Afternoon (arranged by CM and successfully held on Tuesday 20<sup>th</sup> July pm) to enable parents collecting their children to meet the new Committee and share their own views about use of the Village Hall. Contact details of those showing interest were taken.</p> <p>JC suggested possible use of survey monkey in the future, including a link to the survey on Facebook, notifying Church groups and GY Mercury. JO to pass details about GY Mercury to JE. Monthly flyers may be needed about issues.</p>		
<b>Social Media Policy</b>	<b>JE</b>	<b>O/G</b>
<p><b>Website</b></p> <p>JO reported having compared different website providers. Go Daddy very favourable rates and 24/7 support. Once domain has been purchased monthly fee of £6.99</p> <p>JP queried value of previous use of Go Daddy which entailed monthly payments of £20. Finished work not deemed good value. Table of bookings for regular hirers needed on new website.</p> <p>JO advised that taking photos and posting sufficient information online to really promote the Village Hall would be very time consuming initially. JPA had agreed to assist with this.</p> <p>JC suggested that Creative Corner, as used by many schools, might be able to assist with building a website. JC to email Richard Heywood.</p>	<b>JO,JPA</b>       <b>JC</b>	
<p><b>WIFI</b></p> <p>Surgery no longer interested in supporting this improvement to Village Hall. JE to investigate a potential sponsor for this.</p>	<b>JE</b>	
<p><b>First Aid box</b></p> <p>Contents need renewing urgently. CM and ND to work together on this. Agreed new Signage indicating where First Aid can be accessed and new Accident Report book to JC queried who was responsible for Health and Safety. JO advised all Trustees are legally liable individually. ND queried whether battery has been checked on defibrillator. ND and MC to liaise on this. JE to contact Judy Stewart urgently.</p>	<b>CM,ND</b>     <b>ND,MC</b> <b>JE</b>	
<p><b>Kitchen inventory</b></p> <p>CM and MC will start this Saturday 25<sup>th</sup> August.</p>	<b>CM,MC</b>	
<p><b>AOB</b></p> <p>FB questioned capacity of Village Hall. JO referred to Fire Safety notice on display. JE and JO to investigate following suggestion of changes from JC.</p>	<b>JE,JO</b>	
Meeting ended at 9:24		
<p><b>NEXT MEETING Wednesday 25<sup>th</sup> August 7:30 pm</b></p> <p>Signed..... Date.....</p> <p><b>Chairperson</b></p>		