

**FLEGGBURGH VILLAGE HALL
& PLAYING FIELD COMMITTEE**
Serving Fleggburgh, Billockby & Clippesby
Minutes of the meeting held in the Village Hall on Wednesday 25th August 7:30 pm

	VHC LEAD/ Action	Com p leted
Present, Janette Ely (Chair), June Pratt (Vice Chair), Christine Merritt (Treasurer), Julie Osborne (Secretary), Jackie Payne, Nick Dawes, Michelle Crowe, Ray Jennis, Shaun Hacon and Ricky Doyle (School rep) Visitor: Adrian Thompson		
1. Apologies: Sarah Small, Frank Brown		
2. Minutes of the meeting held on 9 th September 2020 and 21 st July 2021 approved and signed by the Chairman as a true account.		Com
3. Booking Officers Report Jasmina Woodrow has been appointed as the new clerk, having been the successful of 2 candidates interviewed by Janette and June. Her focus will be on taking bookings, publicising events and supporting updating the website and Facebook, as necessary. 2 parties are booked for September and the first Craft Fayre will be on 25 th September, 10 am till 3pm. Parties using bouncy castles are only being taken where reputable firms are being used.	JE JE	
4. Treasurers Report Barclay's handover nearing completion, cheque signing will then be possible. Santander account handover is in progress.	CM	
5. Matters arising Meeting dates: 6 weekly routine to be aimed for: 22 nd September, 28 th October and 8 th December agreed Trustees All contact details are now available to allow CM to contact Charity Commission, 3 existing Trustees are already registered. Confirmation at next meeting. Copy of covenant/Trust Deed to be scanned and emailed to all Trustees Discussion focussed on the Charity being unincorporated hence risk of liability to Trustees is deemed low as the Parish Council owns the building and appropriate Public Liability insurance cover has already been obtained. Keys Regular users will have number 1 leys, irregular users are also being charged the £10 deposit (as previously agreed). Key safe is not recommended by our insurers. Asset register of keys is being compiled and master keys are being collected in. Hire fees Our hiring fees are currently on a par with similar venues locally. Potentially raising fees will be discussed before the February meeting. RD reported that he is investigating starting a football club (9 years up to age 16). <u>Maintenance and improvement of buildings</u> CCTV 2 cameras have been fitted and 2 signs will be installed externally: 1 on the gate and 1 below the car park sign on the front of the hall. Stickers are already in windows Ongoing works PAT testing This will be complete when the bulbs in the exit signs are replaced. Insurance update renewal premium over £2000. Buildings to be revalued at a cost of £100 to ensure cover is adequate. Schedule of cover including Public Liability under close review by JE. WIFI – sponsor enquiry was not successful. Enquiry to be made whether to use the existing line for broadband or is a new phone line needed? Comparison quotes from other providers will also be obtained. Once WIFI has been installed the School	CM JO JE CM JP JP JE JE	

<p>would be able to hold teacher training sessions at the Hall, generating extra income for the Village Hall</p> <p>Vermin following evidence in the roof a 1st treatment has already been carried out, 2nd treatment booked for 8th September, cost £65. Mole treatment enquiry to also be made. The condition of the playing field was discussed with a view to maintaining reasonable standard (with extra grass cutting if needed) to facilitate playing football for instance.</p> <p>Football goal posts Locators of far football posts (near trees) to be cemented in.</p> <p>Wishlist item update – improving the acoustics of the Hall: the balance settings have been changed by Neville Pratt, speaker and microphone outputs have been improved.</p> <p>Entrance area Discussion focussed on ways to brighten up the entrance area, including notice boards which have been tidied. Laminated photos of all regular user groups to be displayed and bookings schedule. Table and chairs to be positioned to make area more inviting, support those lacking mobility.</p> <p>Toilet direction signs needed</p> <p>Working group to start making storage of equipment more efficient (on 4th September 10 am) in store cupboards and porta cabin.</p> <p>Memorial bench noted to be in poor condition. Family of D Thurtle to be contacted.</p> <p>Fundraising Events subcommittee A meeting will be held in September. 1 or 2 events will be held before Christmas. September Craft Fayre stalls already fully booked, some bookings have been taken for the other months. October for the Church to handle refreshments and November for the School. December Craft Fayre will be organised by the Village Hall. Tombolas and alternatives to be investigated by events committee.</p> <p>Website Officers and all Trustees have had a chance to view current the build status. Domain name fleggburghvillagehall.org.uk (denotes charity status) purchased for 1 year with protection. Free build expires end of August when a plan will have to be purchased. ½ hour phone call to develop the build with Go Daddy expert will be held after JO has liaised with the new booking clerk. Standard plan £7.99 + VAT OR premium plan £11.99+ vat monthly (under review).</p> <p>Facebook page up and running, working very well. Clubs will promote themselves individually.</p> <p>Kitchen inventory fully completed and circulated, highlighting items needing replacement.</p>	<p>JP</p> <p>SH</p> <p>CM JO</p> <p>JE</p> <p>JE</p> <p>JPA</p> <p>JO</p> <p>JPA CM MC</p>	<p>COM</p>
<p>6. Health & Safety New first aid box now in small hall, notice already on display in both halls. Accident book is on order.</p> <p>Defibrillator access finally gained, unit now fully charged, pads have been replaced. Free training sessions (8 – 10 people, 7pm to 8pm/8pm to 9pm) for regular users (initially) to be arranged.</p> <p>Capacity of the hall Norfolk County Fire Service have been contacted and will be chased.</p> <p>Fire Alarm testing M Woodrow will be requested to do this regularly.</p>	<p>CM</p> <p>ND</p> <p>ND</p> <p>JO JE</p>	<p>COM O/G COM</p> <p>O/G</p>
<p>Maintenance and improvement of outside space</p> <p>Overgrown hedge near new sign to be trimmed further. Lettering for new signboard to be traced asap. Previous order was from SSAF signs. Discussion held about resiting the herb bed to allow easier car parking. Working party to be developed to take care of such issues, including maintenance of the flowered border.</p>	<p>SH</p>	

<p>7. Correspondence Community café idea Potential source for funding to be investigated. Shared Meet and Greet to be arranged with the Parish Council, following their request, on a coffee morning/afternoon basis. Tribute to Celia Boon suggestion raised by Parish Council. Committee agreed to name the small room after her. Thank you cards to be sent to all previous Trustees (who had resigned at the April meeting) thanking them for their numerous years of service to the Community.</p>	<p>JE JP, RD JO</p>	
<p>8. AOB Women’s sports group Formation of a new group to be investigated, following requests at previous Village Hall Committee Coffee Afternoon.</p>	<p>JP</p>	
<p style="text-align: center;">Meeting Closed at 9:50 NEXT MEETING 22nd September at 7:30 pm</p> <p>Signed..... Date.....</p> <p>Chairperson</p>		