

## **Minutes of Fleggburgh Village Hall Committee**

**Held at Fleggburgh Village Hall**

**Wednesday 30 June 2021 at 7.30pm**

### **Present:**

Janette Ely

Christine Merritt

Sarah Small

Ray Jennis

Julie Church (rep school)

Jackie Payne

Adrian Thompson (Cllr)

Frank Brown

June Pratt

Michelle Crowe

### **Apologies:**

Shaun Hacon

Julie Osborne

Nick Dawes

### **Minutes of meeting 24 June 2021**

Minutes agreed in principle. AGM Feb 2022 for formal ratification.

Decision of who will be Vice Chair and Secretary decided. Julie Osborne to be secretary and June Pratt to be vice chair. As the vote for the secretary was not taken at the AGM, those who were present at the AGM were asked if they were in favour. Unanimous vote by committee in agreement.

### **Future meetings**

Wednesdays at 7.30pm agreed, however as Next meeting in 3 weeks in order to progress backlog and then monthly July to September. Then to be reviewed.

**ACTION Next meeting 21 July 2021 in the VH @7.30pm**

### **Finance update**

Christine Merritt new Treasurer gave update on finances as of 21 /6/2021

Barclays	£19,526.82
Santander	£28,234.13
Total	£47,760.95

### **ACTIONS Christine Merritt, Frank Brown (7), June Pratt, Janette Ely (3)**

1. Banking details to be confirmed
2. Outstanding cheques paid in and payments logged
3. Cheque book, PIN, and names to be changed on banking documents to reflect new Treasurer, Vice Chair and Chair as signatories
4. Covid grant monies to be confirmed
5. Petty cash book to be started
6. Village Hall receipt book/letter to be arranged
7. Charities Commission to be updated.

### **Trustee Decisions**

All committee members to decide on whether they wish to be a Trustee to this committee and let Treasurer know at end of meeting. Noted that the representative of the school will change therefore not a Trustee and will not have a voting right.

**ACTION All committee members.**

### **New play equipment**

Councillor Thompson updated on application for new play equipment originally applied for in Feb 2000. This equipment is for younger children (under 5s) is 9 square metres in size and will fit in the existing lay out of the playground. Two reference points are required (Chair plus one). Contact details, bank statements and Charity Commission details. Committee unanimously agreed this is a good idea to apply for the £10k grant. It was noted that the Borough Council are not taking on responsibility for new equipment and therefore the Village Hall Committee will be responsible for upkeep and insurance of this item of equipment. Borough Council will inspect the playground including this new piece of equipment and advise. Jackie Payne is willing to be second reference point if required.

**ACTION Janette Ely to liaise with Shaun Hacon re interest in being second reference point and update Councillor Thompson when agreed.**

Councillor Thompson updated on school crossing patrol. It is hoped a new survey will take place in next 3 weeks before end of school term.

Library van will move to new location on pub car park in future.

## **Village Hall Gates**

Evening of Monday 28 June the village hall gates were fully closed due to the potential of a local issue. All the cars relating to the pub were moved. A misunderstanding meant that the gates were not fully opened on the morning of Tuesday 29 June to allow parents of school children access. Most parents were understanding. An apology was posted by the chair on the Fleggburgh Parish Friends Facebook page.

## **ACTIONS**

- 1. Jackie Payne to post positive news items from this meeting asap**
- 2. Frank Brown to change padlock codes with different numbers for compound to main gate.**
- 3. Jackie Payne to update emergency services logs when new numbers known**
- 4. Jeanette Ely to liaise with Richard regarding ladder in compound for future use**

## **CCTV**

Discussion took place regarding CCTV installation at the hall. Three quotes have been procured for comparative purposes and so that the appropriate procurement process is followed. The committee have had time to review them prior to the meeting. Committee agreed that 2 cameras should be installed with the possibility of a dummy camera at the rear of the hall. Proposed by Janette Ely and Seconded by Christine Merritt it was unanimous agreement that Vocal Vale were the best value for money and expenditure of Village Hall funds.

## **ACTION**

**The chair asked if the Parish Council would consider initially making the purchase of the CCTV on behalf of the VH committee, thus allowing the VAT to be reclaimed by the Parish Council and the VH would then refund the Parish Council the net cost. This will be on the agenda at the next Parish Council meeting.**

**A park at own risk sign to be purchased along with a CCTV sign to make car park users aware.**

## **KEYS**

The different keys in circulation was discussed and following actions agreed.

## **ACTION**

- 1. Janette Ely to start key register and pass to booking clerk when recruited**
- 2. Certificate to be purchased at cost of £47 so that new No 1 keys and others can be cut by A C Leigh in Norwich who hold the master key design.**

## **HIRE FEES**

Currently customers are paying £15 for small room and £18 for main hall. £300 wedding, £200 business use, £50 children party, £80 adult party. There is a discount for regular customers. Fees can't be increased until AGM next year but treasurer has found some details of an increase just prior to Covid lockdown

### **Action**

**Christine Merritt to review paperwork and report at next meeting with a view to making a difference between social clubs and clubs run as a business.**

## **ONGOING WORKS**

A C Electricals have carried out work in the hall conducting a survey including the bowls club. Some work is required and advisories have been issued. Central Heating boiler needs attention, parts have been ordered and work to be completed next week. The certificate for the boiler will then be issued. Flame Skill will be contacted in September for certification of fire equipment. Mould has been detected in the ladies toilet with no obvious leak apparent. Also there are signs of vermin in the roof space. Discussion took place about hiring pest control to trap rather than poison the vermin.

### **ACTION**

- 1. June Pratt to forward Certificates to Chair when received. Bowls club will be dealt with separately for finance purposes.**
- 2. Janette to contact Bowles Pest Control for advice and inspection of roof space.**

## **WISH LIST OF IMPROVEMENTS**

- ★ Improved chairs for main hall
- ★ Extend village hall car park
- ★ Queens Jubilee 2022 mural in main hall
- ★ Hearing loop for both rooms
- ★ Sound proofing in main hall

**ACTION Mr Pratt to review sound equipment in main hall to see if acoustics can be improved.**

## **FUNDRAISING IDEAS**

- ★ Regular coffee mornings
- ★ Monthly Craft Fayres
- ★ Meet the new committee event
- ★ Happy Autumn Club regeneration meetings
- ★ Car boots with Yard sales

## **ACTION**

**Jackie Payne to start to look at dates for craft fayres as has list of interested parties following Norfolk Day event.**

**Sub Committee to form at next meeting to start to plan other events**

## **SOCIAL MEDIA POLICY**

It was agreed that a social media policy for the committee should be formulated to prevent negative actions on social media and increase a proactive and positive stance for the committee.

## **ACTION**

**Janette Ely to form policy wording to be agreed at next meeting**

**Julie Osborne to create new website for Village Hall in due course.**

## **WiFi**

Wifi is needed in the hall for a variety of reasons including to increase hire potential, and mobile phone signal. Committee agreed in unanimous form.

## **ACTION**

**Janette Ely to obtain 3 quotes.**

## **BOOKING CLERK RECRUITMENT**

Two applications have been received who will be interviewed to see which is the best person to be the face of the village hall to hirers. Agreed very important role.

## **ACTION**

**Janette Ely in conjunction with vice Chair or Treasurer depending on availability of applicants and members.**

## **ANY OTHER BUSINESS**

- ◆ **Kitchen Inventory.** An inventory of items in the kitchen to be updated and prepared. Consider £20 damage deposit in addition of hire fee which would be returned when no breakages confirmed. **ACTION Christine Merritt and Michelle Crowe**
  
- ◆ **First Aid box.** Items in first aid box to be checked for date and audit completed with missing items purchased. **ACTION Christine Merritt**
  
- ◆ **Delegation of power** Chair to be approached by committee members before any actions taken when an immediate decision is required. Common sense to prevail but at least two committee members to be involved in any decision.
  
- ◆ **Art Club** to be contacted re proposal to have exhibition in main hall at Norfolk Day event on 24 July. **ACTION Janette Ely to speak with Mr Millard**

End of meeting 9.32pm. Thank you everyone for positive comments and attendance.