

<b>FLEGGBURGH VILLAGE HALL &amp; PLAYING FIELD COMMITTEE</b> <i>Serving Fleggburgh, Billockby &amp; Clippesby</i> <b>Minutes of the meeting held in the Village Hall on Tuesday 2<sup>nd</sup> September 2025</b>		
	VHC LEAD/ Action Required	Completed
Present Jackie Payne (Chair), Janette Ely (Vice Chair), Louise Averre (Treasurer), Julie Osborne (Secretary), Marsha Birkett, Ray Jennis, June Pratt, Christine Merritt (PC rep.) Visitor: Gemma Robbins Flowerdew		
<b>1. Apologies:</b> Hannah Scoates, Adrian Thompson		
<b>2. Minutes</b> of the meeting held on Monday 4 <sup>th</sup> August 2025 were approved and signed by the Chairman and Secretary as a true account.		<b>Com</b>
<b>3. Little Book stop</b> – launch date 13 <sup>th</sup> September 11 am. 25 new books have been received from Penguin books. GF arranging updates locally and in press. JP a to assist. GF arranging invites.  <b>4. Overhead barrier</b> – 25/8/25 overhead barrier height bar dropped during a recycling lorry pick up session. CCTV checked and barrier checked. Screws holding d rings have now been replaced. JP a to complete ‘near miss report.’ <b>Grass seeding</b> Discussed quote received from Barry Payne £375 to top up with topsoil and reseed bank in front of Bowls Club. Agreed accept quote subject to confirming first where bus stop will be moved to. JP a to check that bulbs already planted will not be disturbed and could topsoil from playing field car park extension be used/ or topsoil from Cantley?	JP a	
<b>5. Booking Officer’s Report</b> Thanks to HS and Nicky Woodrow for their extra efforts to help make the recent wedding reception a success. Fairly quiet summer apart from Pan Afro Band booking this weekend and two private parties later in September. Football season dates will be advised to HS shortly. LA to process mobile phone.	HS	
<b>6. Treasurer’s Report</b> LA outlined money received, money spent and upcoming expenditure. Barclays balance £30,914.46 at 4/8/25.  Discussed issues with LA not yet being a signatory of Santander account. Unanimously agreed JP a and ND to transfer monies to Barclays account after checking when annual interest date is.	LA	
<b>7. Car park extension planning application</b> – JP a reported awaiting reply from Planning Dept. Next GYBC planning meeting is 10 <sup>th</sup> September. Discussed recycling bins and pedestrian route plan already submitted to GYBC. Agreed clothing recycling not financially viable taking into account mess that is sometimes left near bin. Agreed glass recycling bins, a resource for the community, as well as source of income to Village Hall Committee to be resited. New site yet to be agreed.	JP a	
<b>8. Portacabins – planning update, painting.</b> JP a had requested an update from Stuart Duncleift. Discussed suggestion that trees would be cut down tomorrow with changing room works to follow. Agreed that portacabin painting well overdue and that it should be carried out before any tree work. JP a to contact.		
<b>9. Bike racks</b> Discussed phone call from PC clerk before meeting. Agreed request PC pay full cost of bike racks. Clerk to investigate insurance position further. <b>Play equipment</b> AT has advised that GYBC will pay £543 to replace seats on swings in children’s play area. JO to get clarification re age group and type of seat, requesting one disabled seat.	JO	

<p><b>Land registration:</b> JO reported that it is best practice for land to be registered with clear evidence of ownership – fiduciary responsibility of Village Hall committee. Discussed issue of individual Trustees having to be named or registering in the name of Official Custodian – a corporation created by statute to hold land on behalf of charities i.e. a member of the Charity Commission appointed to this role. Application ‘for first registration of land MUST be made by Charity Trustees (or the charity itself).’ JO to obtain quotes from solicitors.</p>	JO	
<p><b>Matters Arising</b></p> <p><b>10. Financial and General-Purpose Subcommittee:</b> Minutes already circulated to committee. Financial Risks Assessment completed. 2024 Accounts have been uploaded to Charity Commission website. Treasurer and Secretary records to be moved to lockable filing cabinet.</p> <p>Improving loft insulation – insulation above foyer is no longer up to spec. Agreed quotes needed to reduce heat loss. Grants to be investigated. LA and JPa to meet Kings Arms. Hallmaster planning meeting arranged – HS and LA.</p> <p><b>11. Main Hall Boiler/heating system update</b> Main Hall heating quote already received - Barford’s. ‘Finn Geotherm’ quote to be circulated. Jax Plumbing and Heating Ltd - quote received today. Agreed JO also approach Secker’s for a new budget price (updated from 2022) for air conditioning system for all of Village Hall. LA and JE to work on comparison spreadsheet. Intermittent fault remains with existing Main Hall boiler.</p> <p><b>12. Events subcommittee</b> Murder Mystery 1<sup>st</sup> October – already on Facebook.</p>	<p>LA</p> <p>JE</p> <p>JO</p> <p>JP</p>	
<p><b>13. Fixed electrical testing</b> Work carried out 12<sup>th</sup> August. Issue with manual switching of floodlight system onto field end of car park to be investigated further with electrician – JPa.</p>	JPa	
<p><b>AOB</b> Forum (Norwich) event – ‘Norfolk Small Charities’ showcase event Saturday 11<sup>th</sup> October. Agreed JPa to visit to explore potential for Committee involvement next year.</p>		
<p>Meeting Closed at 9:00 pm</p> <p>NEXT MEETING: Monday 13<sup>th</sup> October 2025 7pm</p> <p>Signed..... Date.....</p> <p>Chairperson</p> <p>Secretary</p>		