

KETTLEBURGH VILLAGE HALL COMMITTEE
Minutes of the Meeting held on Tuesday 7 October 2014

Present: John Bater, Jackie Clark (Secretary), John Dick, Patrick Garland, Dick Knight, Graham Mooney (Chairman), Jane O'Leary (Treasurer), Martin Sims.

Before the meeting began the Chairman made a presentation to Vickie and Derrick Neilson, thanking them for their enthusiasm and active contribution to the Village Hall committee, bidding them goodbye and wishing them every happiness in their new home.

- 1. APOLOGIES:** There were none.

- 2. MINUTES OF LAST MEETING:** The minutes of the meeting held on 8 July 2014 were amended and then signed as a true record.

- 3. MATTERS ARISING:** There were no matters arising.

- 4. CO-OPTION OF COMMITTEE MEMBERS:** The Chairman suggested Sue Brooks as a new committee member. Sue is willing to take on the office of treasurer. This was agreed unanimously. Jane is happy to hand over to Sue and will remain as a committee member. The Chairman asked the committee to give some thought, by 7 November, to a further person to replace the Neilsons. Any names proposed will then be considered before our next meeting

- 5. TREASURERS REPORT:** The current account balance stands at £4027, the deposit account at £36 and the PO account at £2876, making a total of £6939. The Chairman and Treasurer obtained a substantial reduction when renewing the Village Hall insurance this year, from £1400 to £787.

- 6. CORRESPONDENCE:** The Chairman had received a letter of resignation from Vickie and Derrick Neilson. The Secretary will forward relevant emails from Community Action Suffolk, highlighting points that may be of interest to committee members.

- 7. REPAIRS & MAINTENANCE:** a) Plumbing: one of the flushing mechanisms in the ladies toilets is still in need of attention. Patrick Garland will talk to Frankie Burt to try and resolve the problem .
b) Electrics: There is already an adequate supply of power and sockets for staged events and it was decided to defer installing a new ring main and sockets in the kitchen until we are sure that the hot cupboard is in the best place. This can be checked at the two events requiring its use before Christmas. Once any new sockets are in place, the remaining tiling can then be completed.

- 8. CHARITY UPDATE:** the Chairman has received a letter from HMRC dated 15 April 2014, confirming their recognition of Kettleburgh Village Hall as a charity for tax purposes.

- 9. FUND RAISING EVENTS:** As the fundraising committee has now only one member, Jane agreed to join Jackie. The John Ward Band event, held on 4 October, made a profit of £242.50 and was enjoyed by all. Patrick has a small amount of bar stock remaining and will be pleased to sell it to any committee members. The Chairman was concerned that the future of our two main fundraising events – the pantomime held in February and the Village fete in June – were not secure. Now that Robert and Liz Marzetti have moved house, the 2015 pantomime may be their last. The fete

committee members have either resigned or moved away. Although no one present at the meeting was willing to represent the Village Hall on next year's fete committee, Patrick Garland offered even more help than he already gives. The matter will be deferred to the next meeting. The provisional date for the fete is 13 June 2015.

10. ANY OTHER BUSINESS: a) The Secretary had received a letter from the Caroline Wheeler-Rowe, Chair of the Kettleburgh Green Trust Fundraising committee, suggesting that they would like to be involved in our Christmas tree lighting evening, with a view to making it a fund raising event. There was a strong feeling that whilst we would welcome their involvement, hopefully attracting children to attend, it was not an event that lent itself to fundraising. The Secretary will contact Caroline, adding that if they wanted to fund raise, that should be a separate event. The date was fixed for Friday 12 December, the time to be finalised later. John Bater kindly agreed to supply the tree, Jackie will supply mulled wine and each committee member will provide 12 mince pies.

b) It was confirmed that all safety certificates were up to date. Martin Sims asked the Secretary for a copy of the latest fire extinguisher certificate for his file. c) The Chairman was pleased to note that all was running smoothly with the Scouts' hire of the hall. d) Ron Germain has kindly donated 48 half pint glasses to the Village Hall from The Chequers Inn. The Secretary will write a note of thanks. e) Patrick will effect a repair to the damaged ventilation grille in the window at the back of the hall. f) It was noted that we need a new clock.

11. DATE OF NEXT MEETING: The next meeting will be held on Tuesday 20 January 2015.

The meeting closed at 8.30pm