

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Tuesday 7 January 2020 at 7:30pm

Present: John Brooke, Sue Brooks (Treasurer), Tim Chase, Jackie Clark (Secretary), Peter Dring, Chris Finbow, Patrick Garland, Zoe Reeve-Jones, Diane Smith (Chair)

1. APOLOGIES: Joan Cook, Graham Mooney

2. MINUTES OF LAST MEETING: The minutes of the meetings held on 9 and 29 October 2019 were agreed and signed as a true record.

3. MATTERS ARISING: Sue recently found hall key no. 4 in the door of the village hall. She has it for safekeeping. Jackie will issue an up to date list of key holders to committee members. **ACTION Jackie**

4. TREASURERS REPORT: (attached to these minutes) Total funds at the end of 2019 were £16,516, but Sue noted that £6000 of this is earmarked for the shed project. The main expenditure for the last quarter of 2019 was £1080 for external painting. It was agreed that Sue will ask Trevor to update the Village Hall page of the website, to acknowledge the grant of £500 from Cllr Robin Vickery towards this maintenance. The income from hall hire of £1114 was exceptional, including Scouts, Framlingham Amateur Dramatics and the General Election. Persephone has once again kindly agreed to audit our accounts. Diane thanked Sue for her report.

5. CORRESPONDENCE: there was none

6. REPAIR AND MAINTENANCE REPORT:

a) Storage shed – Tim reported that Robert Last is expected to lay the shed base in February, but as the area close to the position of the shed will be used for the pantomime marquee, it was agreed there should be a cut off date of mid March for this work. Tim will then contact Sylvia Wright regarding the manufacture of the shed. **ACTION Tim.**

b) Tables – now that we have extra chairs in the hall, Jackie suggested purchasing six more small tables. It was agreed, but we will wait until the shed is finished before buying them.

7. RECORD OF INSPECTIONS AND TESTS: **a)** Chris reported that he will up date the records this month. **b)** Sue reminded committee members of the procedure for maintaining an electricity supply for the hall heaters – there are *two* meters to be fed with £1 coins. To ensure that the heaters will function properly when the hall is hired, Sue will remind Pat Peck to check the meters when she inspects the hall for cleanliness prior to a booking. **ACTION Sue.** **c)** Fire precautions - Diane requested that 'no naked flames' be added to the hall booking instructions. **ACTION John Brooke.** **d)** As the public telephone has been removed, the 'emergency' notice in the lobby needs to be updated. John will change the wording, with a suggestion to call at a nearby house to make a phone call. **ACTION John Brooke.**

8. FUND RAISING & EVENTS: **a)** The dates for the panto are 2 – 4 April, with a dress rehearsal on 1 April. Kettleburgh Players will require the hall for the week commencing 30 March. John will

ensure that Scouts are aware that they will not be able to meet on the Monday and that the coffee morning cannot take place on the Friday. **ACTION John Brooke.** Sue asked committee members for raffle prizes for the panto. **b)** Sue and Denis have once again kindly offered to coordinate the fete. The proposed date of 13 June will be confirmed once St Andrews PCC meets later in January. Jackie will then contact Ron and Debbie to ask if they are willing to host the fete in the garden of The Chequers. **ACTION Jackie.** **c)** Diane queried whether we wanted to hold a fund raising event in the autumn. We agreed to accept Trevor Jessop's kind offer to play for an evening's entertainment.

9. ANY OTHER BUSINESS:

- Diane thanked all those involved in the tree lighting event. *After the meeting a comment about the position of the Christmas tree was received from Mr Sanderson, a resident of the village. Next year we will have a smaller Christmas tree, allowing better vehicular visibility when exiting from the village hall on to The Street.*
- Diane thanked Zoe for the plans she drew up for the storage shed.
- Zoe noted that she will be moving to a new house in Battisford, so will in due course be resigning from the committee.
- Diane added that we should consider finding new committee members.

10. DATE OF AGM and NEXT MEETING: Tuesday 24 March – Jackie will advertise the AGM at the beginning of March.

The meeting closed at 8.25pm

Statement of Funds 31/12/2019

Current Bank Account	£16,457.13
Petty Cash	£59.20
Total	£16,516.33

MAIN ACTIVITY FOR THE QUARTER

Expenses

External Painting costs of £1,080 (50% covered by Robin Vickery grant)

Income

Very high Hall hire income of £1,114.5 received for this quarter
(Scouts, FADS & election totalled £898)

Donation of £3,000 received from Councillors Cook and Taylor
for 50% costs of shed - expenditure planned in 2020