

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 9 September 2020 following the AGM, by Zoom

Present: John Brooke, Sue Brooks (Treasurer), Jackie Clark (Secretary), Joan Cook, Peter Dring, Chris Finbow, John Mealing, Graham Mooney, Diane Smith (Chair)

Due to the Coronavirus pandemic, Kettleburgh Village Hall has been closed from mid March. Government guidelines have permitted the re-opening of village halls from 4 July, but in common with many others, our hall is not yet open. This meeting was held by Zoom videoconference.

1. APOLOGIES: Tim Chase, Patrick Garland

2. MINUTES OF LAST MEETING: The minutes of the meeting held on 15 July were agreed and will be signed as a true record.

3. MATTERS ARISING: there were none.

4. TREASURER'S REPORT: Our current account balance stands at £22,039.36. Recent expenditure includes £1,005.99 for our annual insurance premium, £1900 for the storage shed base, £948 for electrical testing and repairs.

5. CORRESPONDENCE: Community Action Suffolk has provided updates regarding Health and Safety, but as our hall is not yet reopened and the pandemic situation is likely to change, no action will be taken at this time. Diane had an enquiry regarding hall bookings for 'power hoop' activity sessions. She will make contact with the enquirer once the hall is open.

6. REPAIR AND MAINTENANCE REPORT:

Storage shed – Diane reported that our original contractor is no longer able to build or erect the shed. Working with Tim, she has obtained a quote from 'Lumberjacks' for £3,500, but this would include an integral floor, causing problems over floor levels. Graham offered to source a quote from a firm in Dennington **ACTION Graham.**

7. RECORD OF INSPECTIONS AND TESTS: Chris will make his inspection and update the records this month. He will also check paperwork to ascertain whether the fire alarm needs testing, and take action if needed. He will turn off the water, leaving signs to warn of the need to run water through the system when it is turned on again. **ACTION Chris.**

8. ANY OTHER BUSINESS:

- Although many events have been cancelled this year, Diane suggested that it should still be possible to erect a Christmas tree. She will make contact with Tim Bater to obtain a tree. The tree will be of a more modest size this year, in order to maintain visibility at the road junction.
- It was agreed that a letter should be written to John Bater, thanking him for his many years as committee member (and chairman).

9. DATE OF NEXT MEETING: Wednesday 4 November, by Zoom

The meeting closed at 8.35pm

Treasurer's Report Quarter 3, 2020

Statement of Funds 3/10/2019

September 8th 2020

Current Bank Account	£21,985.00
Petty Cash	£54.36
Total	£22,039.36

MAIN ACTIVITY FOR THE QUARTER

Expenses

Insurance £1,005.99

electrical safety work - £948

shed base - £1,900