

## KETTLEBURGH VILLAGE HALL COMMITTEE

### Minutes of the Meeting held on Wednesday 18 July 2018 at 7:30pm

Present: John Bater, John Brooke, Sue Brooks (Treasurer), Tim Chase, Jackie Clark (Secretary), Joan Cook, Chris Finbow, Graham Mooney (Chairman), Jane O'Leary, Diane Smith.

**1. APOLOGIES:** Patrick Garland, Zoe Reeve-Jones.

At this point Graham reported that due to a heavy workload Martin Sims has tendered his resignation. Thanks are recorded to him for his contribution to the committee. Graham asked committee members to think about a possible replacement for co-option, letting him know of any suggestions before our next meeting.

**2. MINUTES OF LAST MEETING:** The minutes of the meeting held on 18 April 2018 were agreed and signed as a true record.

**3. MATTERS ARISING:** Storage container - Joan reported that we could purchase a second hand container in good condition for around £700, with an additional £200 or so for transport and siting. Graham suggested that another way forward would be to consider building a small extension to the hall. Tim will find original costings he made for this project. The matter will be discussed again at our next meeting. **ACTION Tim**

**4. TREASURERS REPORT:** (attached to these minutes) The funds are stated as at 10 July 2018, in order to include proceeds from the fete. The total profit from the fete was £3,212. This was shared equally with St Andrew's church to whom a cheque for £1606 was sent. John Brooke added that he will shortly be sending some video equipment to auction which was given to the fete by Liz Marzetti. So there will be a further sum to add to the fete total. We record our thanks to Liz for her generous donation. Total funds are £16,446. This sum includes a final profit of £547 from the pantomime and a grant of £2,500 from Cllr Rous for our toilet refurbishment project. Once we have paid for the toilets, we will still have a healthy £11,000 in our funds. Graham thanked Sue for her report and for all her work in organising such a successful fete.

**5. AGM DATE:** it was agreed that the AGM should remain in April as in previous years.

**6. CORRESPONDENCE:** Graham handed a set of quotations for work on the toilets to the secretary.

**7. REPAIR AND MAINTENANCE REPORT:**

**a) Refurbishment of the toilets** – the woodwork has already been completed by Brian Davey, with repainting and new locks fitted. Brian has also re-clad and painted the old fireplace wall section in the main hall. Nick Grimwood will start work on 6 August, with the new flooring being laid by Peter Hall Flooring from 7 – 9 August. The new toilets and vanity units will be installed during the following week. Work should be completed by 17 August, but hall bookings have been blocked out for a further week to allow for contingencies.

**b) New staging** – Due to pressure of work Chris has not made any further progress with plans for a new stage. He will ask his carpenter contact for costings for materials so that Diane can make a grant application. He will bring a sample of the staging to the next meeting. **ACTION Chris, Diane.**

**c) Chairs** – John has not yet been able to make contact with Charnwood regarding the refurbishment of the red chairs. He will report to the next meeting. Some of the green upholstered chairs need restapling at the base. Graham will make the necessary repairs. **ACTION John Bater, Graham**

**8. RECORD OF INSPECTIONS AND TESTS:** Chris agreed to take over this job. He will check what is needed with Martin. **ACTION Chris**

**9. COMMUNITY EVENTS:** Tim will ask Peter Holloway if he would be willing to provide an evening's entertainment in the autumn, and how much he would charge. If needed, a further meeting will be called to make plans. It was noted to a TENS licence for the bar should be applied for in good time. **ACTION Tim**

**10. ANY OTHER BUSINESS:** there was none.

**11. DATE OF NEXT MEETING:**

Wednesday 17 October 2018 at 7:30pm

The meeting closed at 8.20pm

#### **ATTACHMENTS**

Treasurer's Report

### **Treasurer's Report Quarter 2 2018**

#### **Statement of Funds 10/07/2018**

Current Bank Account	£16,382.73
Petty Cash	£62.86
<b>Total</b>	<b>£16,445.59</b>

#### **MAIN ACTIVITY FOR THE QUARTER**

Income & expenses for the pantomime have been reconciled with a profit this year of £546.71

The fete made a profit of £3,213.70 (50% share has been paid to the St. Andrews church)

In addition, this quarter we received £2,500 from Councillor Rous for the toilet refurbishment