

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 17 October 2018 at 7:30pm

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

1. **APOLOGIES:** Patrick Garland, Zoe Reeve-Jones.
2. **MINUTES OF LAST MEETING:** The minutes of the meeting held on 18 July 2018 were agreed and signed as a true record.
3. **MATTERS ARISING:** there were no matters not covered by the agenda
4. **TREASURERS REPORT:** (attached to these minutes) Total funds are £12,728 to the end of September. From this further costs of £3,295 for the toilet refurbishment will be paid out in Quarter 4. The insurance costs of £963.92 benefit from a no claims bonus. The PBS licence is now due for renewal. Sue advised that there were two outstanding invoices which are of concern. However following further telephone contact after the meeting, she is now satisfied that payment is being processed.
5. **CORRESPONDENCE:** the following correspondence was passed to the secretary a) invoices for the toilet refurbishment project from Nick Grimwood, Peter Hall and Brian Davey b) Consultation advice about revised Licensing Statement of Policy from SCDC.
6. **REPAIR AND MAINTENANCE REPORT:**
 - a) **Refurbishment of the toilets** – Graham stated that on reflection, any further project undertaken should be overseen by *one* project manager. There has been a delay in sourcing the lime green splashbacks. There are due to be installed at the end of this week, after which Brian Davey can begin repainting.
 - b) **New staging** – As Chris was not at the meeting, we have no further progress on this project. Diane was disappointed as she was expecting to be able to take away quotes in order to seek some grantfunding for the project.
 - c) **Chairs** – John contacted Charnwood and obtained a quote of £8.40 per chair to supply a new seat and back. These would need fixing in place, together with repainting the chair frames. It was agreed that before any decision about purchasing was made, some of the chairs should be disassembled and repainted, to ensure that this is a viable project. Tim will make enquiries at Otley College about help with repainting and with Dick Western about a spray cabinet. Committee members were also encouraged to help! **ACTION John Bater, Graham, Tim**
 - d) **Storage/extension** – Graham gave an overview of the alternative possibilities: i) a storage container – this would cost around £1000 for purchase and installation. ii) a freestanding wooden garage/shed with wide opening doors, size 7 x 3m – between £1200 and £3500. iii) a custom built extension of similar dimensions, at a projected cost of £1200 per sq.m – around £25000. After much discussion the following was decided: a container would not be suitable, particularly with regard to problems of condensation, and appearance. Diane will do some preliminary research into grantfunding for an extension, although it is understood that a firm proposal, with planning permission, needs to be in place before grant applications can be made. Tim will do some research

into sheds and wooden buildings. A decision will be deferred to our January meeting. **ACTION Diane, Tim.**

7. RECORD OF INSPECTIONS AND TESTS: Jackie will check that Chris has carried out the necessary tests and recorded them. **ACTION Jackie, Chris**

8. COMMUNITY EVENTS: Graham noted that any future fundraising events should be planned well in advance. He made this comment with regard to abortive last minute planning for an event in October. Jackie will add this item to the agenda for April/May.

- Treelighting – John Bater will arrange for a tree to be delivered to the village hall in the week commencing 3 December, with a provisional date of Saturday 8 December for the lighting, carols, mulled wine and mince pies. Jackie will check if Rev Graham Hedger is free to attend on that day and confirm a time. If not, another suitable date will be suggested. Patrick has once again kindly agreed to supply power for the tree lights. As usual, each committee members is requested to bring along six mince pies. **ACTION John Bater, Jackie**

9. ANY OTHER BUSINESS:

- Martin has returned his personal hall key to Graham. Jackie will update the list of keyholders. **ACTION Jackie**
- There is a space on the committee as a replacement for Martin. Graham suggested it should be filled with a view to appointing a new chairman. This matter will be addressed at our next meeting.
- Sue asked if the date for the pantomime had been fixed. John Brooke will check the booking diary. **ACTION John**

10. DATE OF NEXT MEETING: Wednesday 16 January 2019 at 7:30pm

The meeting closed at 8.50pm

ATTACHMENTS:

Treasurer's Report

Treasurer's Report Quarter 3 2018

Statement of Funds 30th September 2018

Current Bank Account	£12,665.43
Petty Cash	£62.86
Total	£12,728.29

MAIN ACTIVITY FOR THE QUARTER

Expenses

Main expenses for the quarter relate to the **Insurance** costs of £963.92 (similar to last year). New certificate in entrance to hall.
and **Toilet refurbishment** £3,289.47 paid to date
- a further balance of £3,294.58 will go through in Qtr 4.
(Total of £6,584 v estimate of £6,917)

Income

An additional £444 (50% split with Church) was donated as part of fete proceeds by the Marzetti family following auction of video/audio equipment.

To be noted

We have 4 outstanding invoice payments,
2 of which are of concern: £40 June Sportive event
and £40 April sale Heritage Gardens.