

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 16 January 2019 at 7:30pm

Present: John Bater, John Brooke, Sue Brooks (Treasurer), Tim Chase, Jackie Clark (Secretary), Peter Dring, Chris Finbow, Patrick Garland, Graham Mooney (Chairman), Jane O'Leary, Zoe Reeve-Jones.

The Chairman welcomed Peter Dring, and indeed everyone to the meeting. He apologised in advance that he would be speaking at length, explaining that a lot has taken place since our last committee meeting.

1. APOLOGIES: Diane Smith.

2. CO-OPTION OF NEW COMMITTEE MEMBER: It was unanimously agreed that Peter Dring be co-opted to the committee.

3. MINUTES OF LAST MEETING: The minutes of the meeting held on 17 October 2018 were agreed and signed as a true record.

4. MATTERS ARISING: there were no matters not covered by the agenda

5. TREASURERS REPORT: (attached to these minutes) Total funds to the end of 2018 are £9,976. Sue noted that even with the costs of the toilet refurbishments, our end of year balance is £100 more than at the end of 2017. The total cost of these works was £6,500 of which £5,500 was obtained from grant funding. We acknowledge with gratitude the sums from Kettleburgh Autojumble, Cllr Rous' community budget and the Suffolk Communities Foundation. The costs for woodworm treatment will be shown in the first quarter of 2019. Graham thanked Sue for her report.

6. CORRESPONDENCE: i) invoice from Brian Davey for floor repairs, which was handed to the Treasurer. ii) a research survey from Sheffield Hallam University, which was passed to John Brooke, who will decide whether to complete and return it.

7. REPAIR AND MAINTENANCE REPORT:

a) Refurbishment of the toilets – the toilet refurbishment is now complete and all is in good working order.

b) New staging – Chris has decided that, due to time constraints, he will make use of the present staging for this year's pantomime. He has worked with a colleague to fine tune their design for a demountable stage that is easily storable. He will produce costings (which will be mainly materials) so that Diane can make enquiries about grant funding. **ACTION Chris, Diane**

c) Chairs – After disassembling one of the red chairs, it was concluded that a project to refurbish our stock of 50 weatherproof chairs was not viable. It was agreed that as these chairs were most suitable for outdoor use at the fete, they will be stored by John (Bater) along with other fete equipment. We still require extra chairs for use in the hall. Patrick will do some research to find a supplier of chairs that are comfortable, stackable and of a reasonable price. It was agreed that it would not be feasible to obtain these chairs before this year's pantomime.

ACTION John Bater, Patrick

d) Storage/extension – Tim quoted a sum of £3,000 as the cost of a free standing shed/garage of dimensions 7m x 2.5m. It would be placed 1/2m away from the external wall of the hall to allow for maintenance access. The external door from our kitchen would need to be rehung to open internally. There would be an insulated concrete base, an Onduline pitched roof and double opening garage doors. For an extra £500 the walls could also be insulated. Queries about ground levels, drainage and planning requirements were aired. There was discussion about the amount of storage needed and whether the empty building would be suitable for a dressing room for the pantomime - Storage will be needed for: the old red tables, our new chairs, the pantomime staging and sets; Chris stated that there would not be room for around 30 cast members as a dressing room. At our next meeting he will demonstrate a ground plan of the placement of the marquee that is used for the pantomime, showing how it would fit alongside the proposed construction. It was agreed that in conjunction with Tim, Zoe will draw up plans. These will be circulated by email and if met with approval, Zoe will then make enquiries about planning requirements. **ACTION Zoe, Tim, Chris**

8. RECORD OF INSPECTIONS AND TESTS: Chris has carried out the necessary tests and recorded them. He noted that the fire extinguishers are due for retesting in April. He has added paperwork to the file to last until 2022.

9. FUND RAISING & EVENTS:

- Village fete – Saturday 8 June. Sue & Denis have once again kindly agreed to co-ordinate. Graham will write to Ron & Debbie to ask permission to hold the event at the Chequers.
- The AGM - Wednesday 27 March at 7.30pm

10. ANY OTHER BUSINESS:

- Graham suggested that a note be sent to the Parish Council requesting that the heavy metal filing cabinet, used for storing KPC documents, be replaced with a smaller wooden unit. **Action Jackie**
- It was agreed that Jackie should continue to send our minutes to Martin for publication on the Village Hall page of the website. **Action Jackie**
- Sue requested that Martin be asked to update the list of committee members on the village website. She will add our new committee member, Peter Dring, to the Charity Commission details as a new trustee. **Action Jackie, Sue**

11. DATE OF NEXT MEETING: Wednesday 27 March 2019 following the AGM

The meeting closed at 8.40pm

ATTACHMENTS:

Treasurer's Report

Treasurer's Report Quarter 4 2018

Statement of Funds 31st December 2018

Current Bank Account	£9,913.47
Petty Cash	£62.86
Total	£9,976.33

MAIN ACTIVITY FOR THE QUARTER

Expenses

Main expense for the quarter of £3,299.58 which is the balance of costs for the toilet refurbishment

To be noted

Costs for repairing woodworm in the hall will be shown in Quarter 1 2019