

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 27 March 2019 at 7:20pm

Present: John Bater, John Brooke, Sue Brooks (Treasurer), Tim Chase, Jackie Clark (Secretary), Joan Cook, Chris Finbow, Graham Mooney (Chairman), Zoe Reeve-Jones, Diane Smith.

1. **APOLOGIES:** Peter Dring, Patrick Garland, Jane O'Leary.
2. **MINUTES OF LAST MEETING:** The minutes of the meeting held on 16 January 2019 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 to date are £10,338. Sue noted under Income that some pantomime tickets have been paid by bank transfer and some hire costs have also been received. The main expense this quarter was for treating woodworm and floor repairs, but as the cheque was written in 2018, this appeared in the 2018 accounts. Graham thanked Sue for her report. As agreed at the AGM (held before this meeting) our winter hire charges will be reviewed in September when we have details of the cost of our next electricity contract.
5. **CORRESPONDENCE:** Our membership of Community Action Suffolk has been renewed for 2019 and the certificate is on display in the hall lobby.
6. **REPAIR AND MAINTENANCE REPORT:**
 - a) **Baby Changing Unit** – it was agreed that a wall mounted unit for baby changing should be purchased, with an allocated budget of £135 plus costs for fixing. A notice asking that used nappies be placed in the outside bin will be placed adjacent to the unit. **Action Jackie**
 - b) **KPC filing cabinet** – Jackie contacted the Parish Clerk and Graham spoke to the KPC chairman about replacing the four drawer grey metal filing cabinet (which is at present in the disabled toilet), with a two drawer one in wood or light metal; the longer term intention will be to site the cabinet in the proposed new storage unit. We are awaiting their response. Jackie will enquire as to what progress has been made. **Action Jackie**
 - c) **Chairs** – John Brooke found a free source of 38 grey stackable chairs which he collected and cleaned. These chairs will be stored at the village hall, eventually in the new storage unit, giving us a total of 88 chairs for use in the hall. John Bater will store the red chairs which are presently at Kettleburgh Hall on a pallet along with other fete equipment. Graham thanked John for his efforts and a successful conclusion to this project.
 - d) **Staging** – Chris reported that as he and Denis have strengthened the existing stage with new struts, they are confident that, along with some new side sections, the present stage will be fit for purpose for several more years. He added that the construction is such that it can be stored neatly.
 - e) **Storage shed** – Zoe presented plans for a storage shed. There was a lengthy discussion about the positioning of door(s) and the siting of the shed in relation to the hall. It was agreed that there should be double doors at the NE end of the building, no windows but a roof light on the NW side; a gap of 0.9m to allow access to the kitchen door and of 0.5m from the hall. Zoe will make revised drawings to reflect these decisions. Tim will then quote a revised price. If the plans are agreed by

the committee, the next step is to make a pre-planning application to East Suffolk Council. Diane added that it may be possible to obtain grant funding from the East Suffolk Community grant. Two estimate prices will be needed before any grant application can be made. Chris noted that the marquee which is erected each year to be used as the Green Room for the panto would need to be repositioned. Zoe will liaise with Chris to define the ground position in relation to the space needed for the marquee. **Action Zoe, Tim, Chris.**

Subsequent to the meeting, Graham decided that we would be wise to advise the three Trustees of the land on which the Hall stands of our decision and our to apply for planning - This has now been done.

7. 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 reported a faulty socket on the heater over the kitchen door. Graham will contact our electrician Aaron Nobbs. It was agreed that Chris will create a Defects Register for use by hall users. It will be stored with the hall information in the lobby. Once it is in place, John Brooke will amend the online booking form to inform users. **Action Chris, Graham.**

8. FUND RAISING & EVENTS:

- Village fete – Saturday 8 June from 4 – 6pm. Graham has obtained permission from Ron & Debbie to hold the event at the Chequers. The fete will take the same format as last year, but this year Malcolm Todd will provide archery; John Bater has a cow available for the Cow Pat competition. Diane raised concerns about the refreshment stall, with issues about transporting cups and saucers and lack of proper facilities for heating water and washing up. Joan will talk to Debbie about the possibility of using the pub dishwasher. Sue requested that as there are many new people in the village, committee members should make an effort to make contact and try to encourage involvement in the fete. It was agreed that when Bric a brac is collected, John Brooke will once again sift through donated items with a view to selling on Ebay.
- Autumn fundraiser – Joan reported on a possible theatre group booking. ‘The Keepers Daughter Theatre Company’ is touring with a showing of ‘A Christmas Carol’, charging £300 for an hour’s family entertainment. After considering the result of enquiries and some discussion about dates, it was agreed that we should not proceed with this idea this year, but to keep it in mind for next year. Joan will make further enquiries. **Action Joan.** Two further suggestions were made: i) to ask Peter Holloway if he would consider providing an evening of entertainment; ii) to ask Annie Threlkeld to play her organ for a musical evening. Tim and Joan will make enquiries and report back to the committee by email. It was agreed that any arrangements should be well under way before our July meeting. **Action Tim, Joan.** Graham thanked Joan for leading the enquiries.

9. ANY OTHER BUSINESS: there was none

10. DATE OF NEXT MEETING: Tuesday 16 July 2019 at 7.30pm

The meeting closed at 8.35pm

Treasurer's Report Quarter 1 2019

Statement of Funds 25/03/2019

Current Bank Account	£10,278.34
Petty Cash	£59.20
Total	£10,337.54

MAIN ACTIVITY FOR THE QUARTER

Expenses

Payment for treating the woodworm (£366) cheque written in 2018 and therefore appears under 2018 accounts.

Balance of repair costs from Brian Davey (£70) paid in Qtr 1 2019

Income

Qtr 4 Scouts hire costs (£420) paid in Qtr 1 2019