

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Tuesday 16 July 2019 at 7:30pm

Present: John Bater, John Brooke, Jackie Clark (Secretary), Joan Cook, Peter Dring, Graham Mooney (Chairman), Diane Smith.

The text in italic refers to actions that have taken place since the meeting.

1. APOLOGIES: Sue Brooks, Patrick Garland.

2. MINUTES OF LAST MEETING: The minutes of the meeting held on 27 March 2019 were agreed and signed as a true record.

3. MATTERS ARISING: there were none

4. TREASURERS REPORT: (attached to these minutes) Sue had provided a report for the meeting. Total funds have increased from £10,338 to £13,064 with profits from the pantomime of just under £1400 and a total of £2273 raised at the fete. The money from the fete was shared equally with St Andrew's church. Graham thanked Sue (and Denis) for organising such a successful fete, and for their work with the pantomime.

5. CORRESPONDENCE: There was none.

6. REPAIR AND MAINTENANCE REPORT:

a) LED lighting –there have been continuing problems with the LED ceiling lighting. Graham will ask Aaron Nobbs for advice **Action Graham.** *Aaron has investigated the lights and will order replacements and some spares. The light by the kitchen had to be specially ordered and should now be working. He noted that as time goes by, the quality is improving and the price decreasing.* Patrick had reported that lights are still being left on after bookings – particularly the external lights. He requested that hirers are reminded to use the time delay switch on leaving the premises.

b) KPC filing cabinet – as the Parish Council is at present lacking a Clerk and committee members, this item is deferred to the next meeting. It was noted that the previous Chairman of the Parish Council agreed that the filing cabinet could be stored in the new shed.

c) Baby Changing Unit – this project is deferred until there is room in the disabled toilet.

d) Storage shed – After much discussion it was agreed that this project should go ahead, with a shed measuring 3m. by 5.4m. allowing adequate room for maintenance of the hall exterior, and for drainage along the outside of the shed. The concrete base will extend beyond the footprint of the shed towards the rear of the hall for a further three metres. As the Village Hall only has soakaways for drainage, it was suggested that pipes, covered with shingle, should be laid to discharge into the ditch. Graham will liaise with Zoe and Tim. **Action Graham.** Peter will contact Zoe with a suggestion that the shed is raised on a plinth above the concrete base. **Action Peter.** Once we have some costings, Diane will make further enquiries about grants. **Action Diane.** *Graham has requested two written quotes for the work from Tim. He is investigating a local firm for a third quote.*

7. RECORD OF INSPECTIONS AND TESTS: Jackie will contact Chris to ensure that the record is kept up to date and to enquire about progress with creating a Defects Register. **Action Jackie**

8. FUND RAISING & EVENTS: Autumn Fundraiser - Graham will ask Peter Holloway if it would be possible to change the date for his evening of entertainment from 5 October to 28 September. **Action Graham.** Once the date has been ascertained, Joan, John Brooke, and Diane will plan the event, with a licensed bar and a raffle. Jackie will obtain a TENS licence. **Action Joan, John Brooke, Diane, Jackie.** *Graham has been in contact with Peter Holloway. The event is fixed for 28 September. Patrick is able to run the bar.*

9. ANY OTHER BUSINESS:

- **External painting** – Graham will contact Brian Davey for a quote for repainting outside of hall, barge boards and the capping on the eaves.

10. DATE OF NEXT MEETING: Wednesday 9 October 2019 at 7.30pm

The meeting closed at 8.28pm

Treasurer's Report Quarter 2 2019

Statement of Funds 30/06/2019

Current Bank Account	£13,064.50
Petty Cash	£59.20
Total	£13,123.70

MAIN ACTIVITY FOR THE QUARTER

2 main fundraising events took place in Quarter 2.

Snow White, the pantomime in April was a big success with high ticket sales and low expenses resulting in a profit of just under £1,400

Despite the bad weather, **the fete** raised a total profit of £2,273 divided between the hall and the PCC receiving £1,136.50 each.

A further £67.66 has also been raised by John Brooke auctioning some bric a brac items.