

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Extraordinary Meeting held on Tuesday 29 October 2019 at 7:30pm

Present: John Brooke, Sue Brooks (Treasurer), Jackie Clark (Secretary), Peter Dring, Patrick Garland, Graham Mooney, Diane Smith.

1. APOLOGIES: John Bater

2. ELECTION OF CHAIR: There was one nomination - Diane Smith, nominated by Sue and seconded by Jackie. All were in favour and Diane was duly elected as chair.

3. APPOINTMENT OF VILLAGE HALL CHAIR: Diane took the chair and thanked the committee for her nomination. She also thanked Graham as outgoing chairman for all his efforts during his period of office. She looks forward to working with Sue as treasurer and Jackie as secretary. As she has little expertise with regard to maintenance issues, she will need help from those committee members who do. Graham will give Diane the paper and computer files relating to village hall matters. **ACTION Graham** Sue noted that she now has a duplicate set of the internal hall keys. Jackie will liaise with Sue to update the key register. **ACTION Jackie, Sue**

4. UPDATE ON MAINTENANCE:

a) External maintenance – Sue reported that Gary Meadows has presented an invoice for £1080 for his recent work. We have received a grant of £580 from Cllr Robin Vickery towards this amount. Jackie will write a letter of thanks. **ACTION Jackie**

b) Storage shed – We have received a grant of £3,000 from the Enabling Communities Fund towards this project. We are awaiting the resubmitted quotes for laying the shed base from Gary Meadows and Brian Davey. A cut off date of 8 November has been set for these to be received. Patrick and Graham will contact Gary and Brian. **ACTION Graham, Patrick.** Peter, Patrick, Zoe and Tim will make a recommendation as to which quote should be accepted. **ACTION Peter, Patrick, Zoe, Tim.** Tim will then be asked to peg out the base area, including markings for drainage and electrics. **ACTION Tim.**

5. ANY OTHER BUSINESS:

- Diane was concerned about fire safety in the hall. Sue will go through the Village Hall guidance paperwork that she has with Diane.
- Jackie will update the website and the hall notice board with the new chair details.
- Diane noted that some thought should be given to a new committee member to replace Jane.

6. DATE OF NEXT MEETING: Tuesday 7 January 2020

The meeting closed at 8.05pm