

KETTLEBURGH VILLAGE HALL COMMITTEE
Minutes of the Meeting held on Wednesday 6 July 2016 at 7:30pm

Present: John Bater, John Brooke, Sue Brooks (Treasurer), Tim Chase, Jackie Clark (Secretary), Dick Knight (Scout representative), Graham Mooney, (Chairman)

1. APOLOGIES: John Dick, Patrick Garland, Martin Sims and Chris Finbow.

2. RESIGNATION OF COMMITTEE MEMBERS: Jackie read out the correspondence regarding the resignations of Annette Hulme and Caroline Shilton (caretaker). Graham has written to thank them both for their enthusiastic involvement with this committee. Caroline's job as caretaker has been partly covered by Pat Peck, who has agreed to clean the Hall and John Brooke, who has taken on the rôle of Bookings Secretary.

3. CO-OPTION OF NEW COMMITTEE MEMBER: Graham proposed, Sue seconded and all were in agreement that Chris Finbow should be co-opted to the committee. Jackie will contact Chris and update and circulate a list of committee members. ACTION Jackie. As the committee is still one member short, members were asked to think about a suitable additional member before our October meeting.

4. MINUTES OF LAST MEETING: The minutes of the meeting held on 19 April 2016 were agreed and signed as a true record.

5. MATTERS ARISING: a) Defibrillator – Sue will not make contact with our insurers until the installation of the defibrillator is confirmed by the Parish Council. Graham added that a dedicated electricity supply will be needed. b) Litter pick – Tim reported that due to excessive requirements from the District Council, no formal litter pick will take place, but that villagers should be encouraged to collect and dispose of any litter found close to their own properties.

6. TREASURERS REPORT: (attached to these minutes) Total funds at the end of the first quarter were £10,731 but with outgoings imminent (50% share of fete income; balance of kitchen refurbishment costs; external decoration costs) to be made in July, the current bank balance will reduce to £4,524.

7. TRUSTEES UPDATE: As he was unable to attend the meeting, John Dick sent this report: 'Following the last meeting I wrote to Cross Ram asking whether they would be prepared to do the paperwork taking Tony off the registered title, replacing him with Robert Booth and, if so, what their charges would be. I received a reply from Amanda Barlow offering to do the work, and saying that since it was for the village hall she would be prepared to do the whole thing for £125 plus VAT and £20 fee for the Land Registry, total £170. As this seemed extremely reasonable and, following a word with Graham, we decided to take up the offer forthwith. A Deed was prepared and executed appointing Robert to the vacancy, and this has now been reflected in the land being registered at the Land Registry with Robert as one of the four registered owners. The position with regard to the registered title is now up to date.' So, current trustees of the land upon which the Village Hall sits are: John Bater, Patrick Garland, Paul Norman and Robert Booth. Sue confirmed that the account with Cross Ram has been settled. Thanks were expressed to John Dick for dealing with this matter.

8. CORRESPONDENCE: Flameskill recommended switching to a CO₂ fire extinguisher. Sue confirmed that we will change at the next inspection, in April 2017.

9. REPAIR AND MAINTENANCE REPORT:

- i) Brian Davey has completed the exterior window painting and barge boards, replaced the guttering around the flat roof and painted the fascia/soffit.
- ii) Kitchen: grants totalling £3323 have enabled us to complete the refurbishment of the kitchen. The new kitchen is now installed, with matching units, worktops, a new cooker, sink and floor tiles. Thanks are recorded to Graham for his persistence in obtaining the grants and researching and implementing this project.
- iii) A concrete path & a slab frontage have now been installed in the grassy/muddy area at the main entrance: Thanks to Tim and Patrick were expressed for completing this project. With Trevor Butcher's agreement, Graham suggested attempting to sell the surplus slabs at £1 each. ACTION Graham.

10. RECORD OF INSPECTIONS AND TESTS: No report available as Martin was not present.

11. FUND RAISING AND COMMUNITY EVENTS: The fete raised £2800, to be shared equally with St Andrew's Church. Thanks to everyone who made it such a success. After some discussion about an October fund raising/community event, it was agreed we should contact the local band 'The Broadside Boys' with a view to booking them for either 22 or 29 October. ACTION Jackie. A further suggestion of a dog related talk will be considered for the future.

12. ANY OTHER BUSINESS:

- Graham noted that as we no longer have a caretaker, there is a need for someone to be responsible for day to day repairs and maintenance. As Pat Peck is now cleaning the hall (two hours each week) he will ask her if her husband Ted would consider taking on this role. ACTION Graham.
- John Brooke reported that the Pilates group is no longer using the hall. He has had an enquiry from a lady hoping to set up regular 'Messy Play' sessions.

13. DATE OF NEXT MEETING:

The next meeting will be held on Wednesday 5 October 2016 at 7:30pm

The meeting closed at 8.35pm

ATTACHMENTS

Treasurer's Report

Statement of Funds - 30/06/2016

Current Bank Account	10,731.95
National Savings Account	2,919.70
Petty Cash	60.74
Total	£13,712.39

Movements April - June 2016

Current Bank Account 31/03/2015	5,826.62
Income Apr - June 2016	7,456.83
Expenses Apr - June 2016	2,551.50
Current Bank Account Total	£10,731.95

Notes

Main Income this quarter from Fete (£2,800) and kitchen grants (£3,323)

NB

Expenses to be paid in July:

- £1,400 50% share of Fete income
- £3,297.60 balance of kitchen expenses
- £1,510.00 payment of external decoration
- Total £6207.6

Therefore once outstanding payments are made, the current bank balance will reduce to £4,524.35