

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 14 July 2021 at 7.30pm in the Village Hall

Present: Andy Barton, John Brooke, Tim Chase, Jackie Clark (Secretary), Joan Cook, Peter Dring, Patrick Garland, John Mealing, Graham Mooney, Diane Smith (Chair), Malcolm Todd.

Diane welcomed everyone to this first in person meeting for over a year and introduced Andy as a new committee member.

1. APOLOGIES: Sue Brooks

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

3. MATTERS ARISING: Repair of the warming cupboard: John Mealing has this on his 'to do' list.

4. CAR PARK AREA: Since our last meeting we have received a draft Licence Agreement from Simon Warriner for the use of the land used as the Village Hall car park. Diane led a discussion on its contents, noting that all costs involved in drawing up the licence will be borne by Simon. It was agreed that the wording of the Licence was fairly standard and reasonable, but there were two points raised: para 3.5 states 'Not to display any signs or notices'; para 4.1.2 allows 'not less than two weeks notice to terminate' the agreement. Simon has already agreed to retract para 3.5, as a notice regarding unauthorised parking will be needed. We will agree the wording of this notice with Simon. With regard to the minimum termination period we will ask for a more reasonable 'three months' to replace 'two weeks'. Jackie will draft a letter to Simon outlining these points. **ACTION JACKIE.** Simon has also requested that we consider resurfacing the new car parking area. He produced a quote of just under £3000 for this work. Several factors led the committee to a unanimous decision not to proceed with resurfacing at the present – i) we would like to see how the area looks when finished ii) the current state of the land is acceptable for our requirements iii) improving the look of the area is likely to attract unauthorised parking iv) apart from the initial cost, we would also be liable for future maintenance v) the problem of water run off could be exacerbated vi) we do not own the land and have no security of tenure.

Simon has agreed to make provision for vehicular access to the rear of the Village Hall.

5. TREASURER'S REPORT: (attached to these minutes)

6. HALL REOPENING: With the easing of Covid restrictions, it was agreed that the Risk Assessment should be reviewed to allow use of the kitchen. **ACTION JOHN BROOKE.** We will await further guidance from Community Action Suffolk. John noted that apart from Scouts, there are very few bookings. It was suggested that monthly Coffee Mornings might start once again in September, if conditions allow.

7. RECORD OF INSPECTIONS AND TESTS REVIEW: John Mealing noted that all is up to date. He has some minor items to look at before next year's tests are due. He will arrange for the warming cupboard to be repaired. Diane thanked John for his efforts. Patrick will replace the clock batteries **ACTION PATRICK.**

8. **AOB:** Andy requested that the committee consider allowing the installation of a low barrier between the front entrance and the driveway to lessen the risk of children running on to the roadway. The committee has no objection to this, but as this land does not belong to us, Jackie will include the matter in her draft letter to Simon Warriner. **ACTION JACKIE.**

9. **DATE OF NEXT MEETING:** The date will be fixed by email once we have received a revised version of the Licence Agreement.

The meeting closed at 8.10pm

Treasurers Report Quarter 2 2021

Statement of Funds 30/6/2021

Current Bank Account	£15,429.49
Petty Cash	£58.26
Total	£15,487.75

MAIN ACTIVITY FOR THE QUARTER

Income - Sportive and Local Election hall bookings - £240

(Income from Scouts booking will be shown on Qtr 3)

Expenditure - Cleaner charges- £222, Flameskill safety check charges of £229.80

Electrical PAT charge of £40 and electrical shed charges of £402.