

KETTLEBURGH VILLAGE HALL COMMITTEE
Minutes of the Meeting held on Tuesday 21 January, 2014

Present: Graham Mooney (Chairman), Jane O'Leary (Treasurer), Vickie Neilson (Secretary), John Bater, Tony Murphy, Dick Knight, Derrick Neilson

1. **APOLOGIES:** Jackie Clark, Patrick Garland, John Dick, Martin Sims, Tim Chase
2. **MINUTES OF LAST MEETING:** The minutes of the meeting held on 22 October 2013 were approved and signed as a true record.
3. **MATTERS ARISING:** There were no matters arising.
4. **TREASURERS REPORT:** The Treasurer reported that the current account stands at £2738 and deposit account at £2839. These figures do not include the £1000 recently received from the Mills Charity in respect of the roof repairs.
5. **CORRESPONDENCE:** The Secretary read out to the committee the contents of the letters received from the Mills Charity and the Kettleburgh Manor Fund regarding donations received from them towards the refurbishment of the village hall roof. The Secretary confirmed that letters of thanks had been sent to the above. The total received from the two charities was £1250.
6. **REPAIRS & MAINTENANCE:** The Chairman thanked Tim Chase for his guidance on the Roof Repair project and thanked John Bater for agreeing to dispose of the rubbish relating to the roof . The work, including the repainting of the stained ceiling, was completed below budget as the roofing contractors actually charged us £200 less than they had originally quoted!. (A spreadsheet covering this work is attached to this minute).

Complaints have been received regarding the level of the lighting in the main hall, which some people consider to be not bright enough. Various options to remedy the problem were discussed. These options are (a) to replace the existing light with fluorescent lighting, (b) to replace the bulbs only with low energy bulbs which do not produce as much heat and will therefore not burn the plastic shades. In addition to this, we are awaiting a quote from an electrician who may or may not provide a third solution.

Derrick Neilson had noticed a loose cupboard door in the kitchen; this has now been repaired and therefore no further action required.

Plumber called in relation to gents urinals not flushing correctly. This has now been rectified.
7. **BECOMING A CHARITY – UPDATE:** The Chairman reported that the internet application to the Charity Commissioners had been submitted on 4 December 2013 but at the time of the meeting no response other than an acknowledgement had been received.
8. **FUND RAISING EVENTS:** The forthcoming pantomime has been widely advertised and is progressing well. With regard to the weekly keep fit class, it has now been agreed that any income remaining after the Instructors fees have been paid would go to the Village Hall.

9. SCOUTS: It was agreed that charges for the Scouts and Cubs future hire of the hall are to be left at the current level.

It was noted that the Scouts Christmas tree had been left in the Hall and as storage is at a premium, it was suggested that the Scouts be asked to remove said tree from the Hall. (Since the meeting, Derrick has contacted Dick Knight by email to ask him assistance in this

10 ANY OTHER BUSINESS: It has been noted in previous years the Village Hall Xmas tree has been blown about or blown over. To solve the problem, the Chairman has asked John Heffer to make a steel stand to hold the tree in place more firmly, this should be available for Christmas 2014.

Cleaning: Tony Murphy reported that staining on the walls and doors in the gents toilets have now been removed. It is not known what the substance was or the identity of any offender.

The Committee discussed, and agreed, to approach Linda Sims with a view to her providing a one off thorough clean as and when required. This will assist Tony Murphy in some of the more strenuous jobs. A cost has been agreed of £10 an hour has been agreed by the committee, and the cleaning will take place after the pantomime.

Derrick Neilson pointed out that when the foliage is in full bloom over the “bridge and walkway” outside the hall this can cause a problem in the dark, and to save ourselves any undue complaints re possible injury perhaps it ought to be trimmed at the appropriate time of the year. Derrick will liaise with Patrick and Mark Hill as to the possibility of trimming said trees as it is believed that some is owned by Patrick and some owned by Mark Hill.

It was mentioned that when wet, the grassy section outside the front entrance causes mud and dirt to be dragged into the hall. Tony Murphy volunteered to speak to Mark Hill with a view to obtaining permission to replace the grass with a hard covering such as gravel or shingle. He will also speak to Mark about a similar covering on the piece of land to the side of the hall.

(Since the meeting the Chairman has heard that Mark Hill has already decided to replace the grassy areas with Road Planings).

8. DATE OF NEXT MEETING: The next meeting will be the Annual General Meeting and a date of 15th April has been agreed.

Meeting closed at 8.35pm

Attachment - Spreadsheet

Chairman's note

Whilst the last two meetings have been “quorate” it is difficult for a depleted committee to make far reaching decisions relating to the hall. In view of this the secretary will circulate members prior the AGM and - within the limits of a requirement that we pre-publish our meeting details – we will change if necessary to try to achieve a better turnout.