

**KETTLEBURGH VILLAGE HALL COMMITTEE**  
**Minutes of the Meeting held on Tuesday 7 April 2015 at 7:30pm**

Present: John Bater, Sue Brooks (Treasurer), Tim Chase, Jackie Clark (Secretary), John Dick, Patrick Garland, Annette Hulme, Dick Knights (Scout representative), Graham Mooney, (Chairman), Martin Sims.

- 1. APOLOGIES:** Tony Murphy
  
- 2. MINUTES OF LAST MEETING:** The minutes of the meeting held on 20 January 2015 were agreed and signed as a true record.
  
- 3. MATTERS ARISING:** i) Kitchen floor cost: a quote for £578.84 had been obtained from Peter Hall Flooring, but it was agreed that if we are to look for help with funding, it would be sensible to seek funding for new kitchen units at the same time. John Dick will make enquiries at Community Action Suffolk. Other sources of funding, such as the Tesco community fund, may be available. It was also noted that a list of priorities for hall maintenance should be made before any decisions were reached. ii) Christmas tree lights: a set of 300 low voltage lights has been purchased. The Chairman will ask the advice of our local electrician as to the best way of powering the lights from the grass triangle on The Street. iii) Grass area by main door: as there has been no progress with Mr Mark Hill in improving the often muddy walkway from the car park to the main entrance door, the Secretary will write to Mark to ask that this job be done, also suggesting that the hall management committee would be prepared to undertake the work with his permission. Materials to be used – either road planings or stone chippings.
  
- 4. TREASURERS REPORT:** The current account balance stands at £3502, the deposit account at £36 and the National Savings account at £2897, making a total of £6435. Our income has been boosted by the profits from the pantomime of around £1200. There are no outstanding bills.
  
- 5. CORRESPONDENCE:** There was none.
  
- 6. CHARITY FUNDING:** This was dealt with under 'Matters Arising'.
  
- 7. REPAIR AND MAINTENANCE REPORT:** Martin and Patrick listed a number of small external repairs that were necessary. Their report is attached to these minutes. Patrick offered to undertake some of these jobs and will report on progress at our next meeting. If there are major repairs left unfinished, the committee will then consider employing someone to finish the necessary work.
  
- 8. RECORD OF INSPECTIONS AND TESTS:** Martin reported that the 5 year electrical test is due. He recommended Aaron Nobbs who provided the cheaper quote of £250. He will arrange for this work to be carried out. He will also confirm with Tony that the regular checks are being made and listed in the records folder.

**9. FUND RAISING EVENTS:** Jackie proposed contacting Roy Hudd, who lives locally, to ask him if he would be prepared to provide an evening of music hall entertainment. If this is not possible, we will make our own evening using local talent as in previous years.

**10. ANY OTHER BUSINESS:** Electricity charges: the Chairman was concerned about the cost of providing heating for hirers of the hall. Whilst our last annual electricity bill was £635, our total hire income was only £728. A long discussion followed on the merits of: separate charging for electricity; making a summer and winter rate; the pre-heating of the hall before its hire; the special case regarding the Scouts' hire; the loss of hirers if fees were to be raised. No conclusions were drawn. This item will be re-addressed at the next meeting, but the Chairman will ask Tony not to pre-heat the hall for hirers in future.

**11. DATE OF NEXT MEETING:** The next meeting will be held on Tuesday 14 July at 7:30pm

The meeting closed at 8.45pm

## **ATTACHMENTS**

Repair and Maintenance Report

## Report of exterior survey of Kettleburgh Village Hall

Conducted by Patrick Garland and Martin Sims on the 24<sup>th</sup> March 2015

All of the exterior weather boarding needs a treatment

Facias, barge boards, etc. need painting

Window frames need painting - some have softened wood so should be rubbed down and left to dry before recoating, they do have solid structure at the moment but...

Budget for window frame replacement in the future

Weather board knots that have fallen out leaving holes that need filling to prevent vermin access:

1 hole about four feet from the ground just along the side wall of the gents

1 hole under kitchen window

2 holes on the front wall of the kitchen

Missing gutter end stop on the front end of The Street side

Section of board with bottom edge missing needs replacement, along The Street side, 10<sup>th</sup> board from the bottom, section from window to end of board

Guttering and downpipes need a wash

Soil and plant life (and gathered plant detritus) removal where it has gathered to wood height, especially between kitchen door and single door emergency exit

Block and structural beam exposed near kitchen door needs treatment and covering to prevent wet and vermin ingress

Guttering does not look level, a check is required in heavy rain to ensure there are no parts where they overflow

Drain from rear gulley needs clearing

Budget to replace guttering, various brackets broken, looks brittle

No access was gained to the top of the flat roof but the edges of it seemed in good condition so it is assumed the rest is

The gable end above the flat roof was observed as far as was visible without any problems being seen and as it was replaced recently is assumed to be in good condition

Both of these are pending investigation when access is gained.