

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Tuesday 13 October 2015 at 7:30pm

Present: John Bater, Sue Brooks (Treasurer), Jackie Clark (Secretary),
Annette Hulme, Graham Mooney, (Chairman), Jane O'Leary, Caroline Shilton

1. **APOLOGIES:** John Dick, Patrick Garland, Dick Knight, Martin Sims.
 2. **CO-OPTION :** it was unanimously agreed that Caroline Shilton, our new caretaker, should be co-opted to the committee.
 3. **MINUTES OF LAST MEETING:** The minutes of the meeting held on 14 July 2015 were agreed and signed as a true record.
 4. **MATTERS ARISING:** the cable protector for the Christmas tree lighting has been purchased.
 5. **TREASURERS REPORT:** (attached to these minutes). Total funds at present are £7,243. The deposit account has been closed and the money transferred to the National Savings Account. It was noted that the slight rise in our insurance premium was partly due to Kettleburgh having been identified as an area of flood risk. Sue is awaiting an invoice, via Martin, for the remedial electrical work carried out after the electrical testing was completed. Hall hire income to date is over £1000.
 6. **ATTRACTING FUNDING FROM CHARITABLE SOURCES:** Graham and John have worked together to complete application forms from the Suffolk Community Foundation, with the intention of searching out funding for a new kitchen for the Village Hall. However they have been frustrated by a lack of action at Community Action Suffolk . The latest approach has been to County Councillors Hudson & Rous.
 7. **EQUALITY POLICY:** The Charitable funding applications required us to have such a document. John Dick was thanked in his absence for preparing a draft form. It was agreed unanimously that it should be adopted (attached to these minutes).
 8. **CORRESPONDENCE:** Performing rights invoice and statement.
 9. **REPAIR AND MAINTENANCE REPORT:** i) Patrick provided quotes he had received for external maintenance. As it was not clear from one of the quotes whether all the work required was included, it was agreed that Graham and Patrick would make a choice from two or three estimates once the matter was clarified. ii) Caroline reported that the water heaters in the toilets were dripping. It was noted that they need to be turned off at the mains during the winter and that replacements would be discussed at the next meeting.
 10. **RECORD OF INSPECTIONS AND TESTS:** the new insurance certificate is displayed in the lobby. All inspections and tests are up to date.
- FUND RAISING AND COMMUNITY EVENTS:** i) Music Hall evening on Friday 30 October. A running order of artistes has been decided. The stage has been erected, with thanks for this to

Denis Brooks and John Brook (it will be dismantled on 31 October to make room for the quiz in November, and to allow for Martin to borrow some of the staging panels, then re-erected for the pantomime. Nick Hulme is preparing to be Master of Ceremonies. Artistes may book some rehearsal time in the hall with Caroline. Annette is convening a food committee meeting. Caroline will run the raffle. Graham will lead the 'heads and tails' game during the supper break. 35 tickets have been sold so far. ii) Christmas Tree lighting – this will take place on Friday 4 December at 6:30pm. Mark Hill is happy for the tree to be placed on the triangle of grass by the roadside of the hall. John Bater will obtain a tree and the Village Hall will contribute to the cost. Graham will provide the tree stand and the the cable protector and new lights are in the hall cupboard. We will also need an extension lead. All committee members are asked to provide six mince pies. Jackie will provide the mulled wine.

11. ANY OTHER BUSINESS: There was none

12. DATE OF NEXT MEETING:

The next meeting will be held on Tuesday 19 January 2016 at 7:30pm

The meeting closed at 8.06pm

ATTACHMENTS

Treasurer's Report

Equality Policy

Kettleburgh Village Hall Committee 13 October 2015

Treasurer's Report

Quarter 3 2015

Statement of Funds – 30/09/2015

Current Bank Account	4,296.91
National Savings Acct	2,897.96
Petty Cash	48.61
Total	£7,243.48

Movements

Current Bank Acct end of Qtr2_____	5,192.46
Income Jul-Sep	639.75 +
Expenses Jul - Sep	1,535.30 –
Total	£4,296.91

Notes

Bank deposit acct funds of £36.64 transferred to current account

Main Expenditure: Insurance £824.69, Electrical Testing £300

Main Income: Hall hire £378.50

KETTLEBURGH VILLAGE HALL: EQUAL OPPORTUNITIES POLICY

Policy

1.1 The Kettleburgh Village Hall Charity is committed to ensuring equality of opportunity for all persons having dealings with the Hall and in all matters affecting it. The Management Committee opposes all forms of unlawful and unfair discrimination. The purpose of this policy is to ensure all those qualifying as beneficiaries of the Hall under the Charity's Constitution and all those having dealings with the Hall will receive equal opportunities in accessing and using the Hall, and in participating in its affairs.

1.2 In formulating this policy, the Management Committee recognises that everyone in society has a right to equal treatment. It is also aware that certain groups and individuals in society experience the negative effects of discrimination which lead to unequal access to community resources and services, and consequently to a reduction in opportunities for being involved in their communities.

Implementation

2.1 The Constitution of the Hall directs that it is for the use of inhabitants of Kettleburgh and such neighbouring communities as the trustees, being the Management Committee, may in their discretion permit, without distinction of political, religious or other opinions. In pursuance of this requirement the Management Committee will ensure that no person or group of persons seeking to use or hire the Hall suffer discrimination on the ground of religion, political views, race, gender, sexual orientation, disability, age, ethnicity or nationality, nor whilst they are using the facilities.

2.2 The Management Committee will also take active steps not to discriminate against any actual or prospective employee of the Hall, member of the Management Committee or volunteer.

2.3 The Management Committee will furthermore take active steps not to discriminate against any actual or potential provider of services to the Hall.

2.4 The Management Committee will seek, within resource constraints, to make the Hall premises fully accessible to the disabled and the elderly.

2.5 The Management Committee will periodically review this policy with a view to ensuring compliance with best practice.

Background

3. The primary legislation affecting equality of opportunity is contained in the Equality Act 2010.