

KETTLEBURGH VILLAGE HALL COMMITTEE
Minutes of the Meeting held on Tuesday 14 July 2015 at 7:30pm

Present: Sue Brooks (Treasurer), Jackie Clark (Secretary), John Dick, Patrick Garland, Annette Hulme, Dick Knights (Scout representative), Graham Mooney, (Chairman), Jane O'Leary

- 1. APOLOGIES:** Richard Baker, Tim Chase, Martin Sims.

- 2. MINUTES OF LAST MEETING:** The minutes of the meeting held on 7 April 2015 were agreed and signed as a true record.

- 3. MATTERS ARISING:** i) Christmas tree lights: the Chairman will purchase a length of road surface cable protector, at an approximate cost of £150, so that the lights can be powered from March House, by kind agreement of Patrick. ii) Grass area by main door: the Secretary has contacted Mark Hill who assured her that the area will be covered with road planings before this Winter. iii) Heating charges for hirers of the hall: the terms and conditions of hire have been adjusted and now state that from September to March £3 per hour will be charged for the use of the hall heaters. They may be turned on 15 minutes prior to using the hall. The caretaker will continue to ensure that the coin meters have sufficient money fed in. Sue will ask Martin to amend the website with these changes. The Scouts' hire charges will remain at £11 per session.

- 4. TREASURERS REPORT:** Total funds at present are £8,161. Thanks were expressed to Annette and her committee for the excellent fete total of £2,737 which was shared equally with St Andrew's Church. There is now a regular booking for a Pilates class. Income from the monthly coffee mornings was also noted. It was agreed that the deposit account, which attracts no interest, should be closed and the money transferred to the National Savings Account. The Chairman thanked the Treasurer for her report which is attached to these minutes.

- 5. CORRESPONDENCE:** i) The Chairman read out a letter of resignation from our caretaker, Tony Murphy. It was agreed that Caroline Shilton, who has been helping Tony, should be appointed as caretaker from 1 August 2015. She will be paid £400 per annum each November, with an extra £100 to cover time spent cleaning the hall. Caroline will be co-opted to the committee at our next meeting. It was agreed that the committee would show their appreciation to Tony with a gift of garden vouchers. The Secretary will purchase the vouchers and they will be presented at a coffee morning. It will be necessary to remove Tony's name from the list of trustees and to add Caroline's. John Dick will make these changes with the Charity Commission. ii) Our Flameskill representative, Mr Fred Muggleston, is retiring and his place will be taken by Mr Rob Fulcher. iii) During the yearly inspection of the hall floor, it was noted that the concrete patch near the kitchen door could be removed and replaced with matching flooring at a cost of around £800. It was agreed that no action should be taken.

6. REPAIR AND MAINTENANCE REPORT: Patrick provided an update on the list of repairs from the last meeting (attached to these minutes). Outstanding repairs have been prioritised as: replacing the front gutter; repairing and painting the fascias; replacing the window frames. Patrick will obtain quotes for these jobs. Thanks were expressed to Patrick and Martin for their time and effort involved.

7. RECORD OF INSPECTIONS AND TESTS: Aaron Nobbs has not yet been able to sign off the five year electrical test, as the fire alarm needs new batteries and would not work in the event of a power cut.

8. FUND RAISING EVENTS: As there had been no response from Roy Hudd, the possibility of holding our own Music Hall evening was discussed. Graham, Annette and Jackie are willing to form a sub-committee, but no decision will be made until the Chairman makes contact with those absent from the meeting.

9. ANY OTHER BUSINESS: John Dick had finally received some correspondence from Community Action Suffolk about attracting funding from charitable sources. It was agreed that this should be an item on the agenda of our next meeting.

10. DATE OF NEXT MEETING: The next meeting will be held on Tuesday 13 October at 7:30pm

The meeting closed at 8.30pm

ATTACHMENTS

Treasurer's Report

Updated repairs list

Village Hall Committee July 14th 2015

Treasurer's Report

Quarter 2, 2015

Statement of Funds 30/6/2015

Current Bank Account	5,192.46
Bank deposit account	36.64
National Savings Account	2,897.96
Petty Cash	34.20
Total	8,161.26

Notes

<u>Current Bank Account</u>	5,192.46
Balance at 21 st March	4,167.66
income Qtr 2 + 161.00 from end of Qtr 1	3,840.04 +
Expenditure Qtr 2 + 473.32 from end of Qtr 1	2,815.24 -

Notes

Hall Charges £448(ytd £752)

Coffee Mornings £149

Keep Fit income £345 v £270 expenses(small profit end of year)

Income boosted by Fete (50% of £2,737) = £ 1,368.50

No significant repair & maintenance costs in Qtr 2.

Utilities main expenditure at £338

1 anticipated outstanding bill for Aaron Nobbs for electrical tests of £250 plus vat. (£300 total)

No movements on other accounts

Report of exterior survey of Kettleburgh Village Hall

Conducted by Patrick Garland and Martin Sims

On the 24th March 2015

All of the exterior weather boarding needs a treatment

Fascias, 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 - **Done**

1 hole under kitchen window

2 holes on the front wall of the kitchen **Done**

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, 10th board from the bottom, section from window to end of board

Guttering and downpipes need a wash **Rain down pipe at rear of hall washed.**

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 **Done between double door and single door.**

Block and structural beam exposed near kitchen door needs treatment and covering to prevent wet and vermin ingress **Done, exposed timber treated and cladding replaced.**

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 **Done**

Budget to replace guttering, various brackets broken, looks brittle, **down pipe outside Gents broken.**

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