

**KETTLEBURGH VILLAGE HALL COMMITTEE**  
**Minutes of the Meeting held on Tuesday 20 January 2015**

Present: John Bater, Sue Brooks (Treasurer), Jackie Clark (Secretary), John Dick, Patrick Garland, Annette Hulme, Graham Mooney, (Chairman), Tony Murphy, Martin Sims.

**1. APOLOGIES:** Tim Chase

**2. CO-OPTION OF NEW COMMITTEE MEMBER:** Annette Hulme was co-opted as a committee member and welcomed to the meeting. The Chairman welcomed Sue Brooks to her first meeting.

**3. MINUTES OF LAST MEETING:** The minutes of the meeting held on 7 October 2014 were agreed and signed as a true record.

**4. MATTERS ARISING:** There were no matters arising.

**5. TREASURERS REPORT:** Sue Brooks explained that she was in the process of receiving paperwork and account details from Jane, our retiring Treasurer. Jane will report on last year's accounts at the AGM in April, by which time the hand over will be complete. As Jane was not present, Sue reported as Treasurer for this meeting. The current account balance stands at £3775, the deposit account at £36 and the PO account at £2876, making a total of £6687. Recent expenditure totalling £1400 was for the remaining tiling of the kitchen, updating the electrics and new cisterns in the ladies and gents toilets.

- i) Confirmation of change of Barclays Account and Signatories: it was proposed and agreed to open a Community Bank Account with Barclays, with John Harry William Bater (trustee), Jane Margaret O'Leary (trustee) and Susan Elizabeth Brooks (trustee) as signatories.
- ii) Post Office investment Account: it was proposed and agreed that Susan Elizabeth Brooks be added as signatory to Kettleburgh Village Hall Post Office Investment Account no. 137916408.
- iii) Charity Status: The Treasurer explained that she has updated details on the Charity Commission website, deleting Vickie and Derrick Neilson and adding herself as a trustee. She will also add Annette. John Dick added that it will also be necessary to inform Inland Revenue of these changes. John and Sue will liaise on this matter.

There was a discussion on the merits of being registered for VAT and thereby being able to claim VAT back, but it was agreed that this was not a practical way forward.

**6. CORRESPONDENCE:** The Secretary reported that she had forwarded some of the regular emails from 'Community Action Suffolk' to committee members.

**7. REPAIR & MAINTENANCE REPORT:**

- a) The Chairman listed the recent repairs and maintenance that are now complete – hall: ceiling painted and repairs to roof; plumbing: a new set of cisterns in the Ladies and

Gents toilets; kitchen: six new sockets and a new distribution board, a new hot cupboard, a custom made unit to replace the kitchen table, the tiling of three walls. He proposed that with these works now completed, we should take a rest from any further improvements and let our finances build up once more.

- b) John Dick queried whether we would go ahead with a new floor in the kitchen. The Chairman has a quote from Peter Hall Flooring (attached to these minutes). Tony reported that the spotlights in the stage area needed attention. The Chairman will contact Aaron Nobbs to attend to them. He will also purchase 60W lights bulbs for the two outer rows of hall lighting.
- c) Patrick reminded the meeting that external painting and some repairs were put forward as a project for Spring 2015. It was agreed that he and Martin would identify any external work that needed doing and report back to the next meeting. We are still awaiting improvements to the muddy surface outside the hall main entrance. Mr Mark Hill, who owns this piece of land, has agreed to put planings down, but the work has not yet been started. Tony will make contact with Mr Hill, with a view to the work being completed in the Spring.

**7 i) Christmas Tree:** It was suggested for next year that we should consider putting the Christmas tree on the triangle of land where the Village Hall sign is situated. This would require a power source. The Chairman will ask Aaron Nobbs for advice. Martin offered another solution - to use cable protector when the tree is in place. Patrick suggested running power from his adjacent property, March House. John Bater offered waterproof connectors which would be needed for the lights. Jackie will purchase a new set of outdoor lights and the Chairman will investigate the cable protector.

**8. RISK ASSESSMENT:** the updated report, which is attached to these minutes, was received and adopted, noting that the Village Hall car park does not belong to us. It was agreed that the 'Records of Inspections and Tests' folder should be reviewed at each meeting. This will become a regular agenda item.

**9. FUND RAISING EVENTS:** There was a proposal to hold another Old Time Music Hall in the Autumn. A discussion on the Village fete reached the following conclusions:

- a) John Bater and Graham were willing to join the fete committee, representing the Church and the Village Hall respectively, but were not able to take on the full responsibility of running the fete. Annette agreed to take on this role, even though she has only just been co-opted to the committee.
- b) Val Butcher has agreed to be responsible for the financial aspects for a further year and John and Rowena from Red Barn are willing to help.
- c) Sue Brooks agreed to be responsible for all aspects of the Cowpat and Grand Draw, including finding donors and sponsors for the raffle prizes. She will make enquiries about the need for a licence from SCDC for the Cowpat competition.

- d) The Chairman will check that the proposed date of 13 June is agreeable to Debbie and Ron at The Chequers. He will also draw up a list of all the jobs which need doing, to be circulated amongst the committee for completing before the next meeting.

**10. ANY OTHER BUSINESS:**

Cleaning: Martin will ask Linda to postpone her next two hour cleaning session until after the pantomime, when the hall will be in need of a general clean. The secretary will update the kitchen inventory.

**11. DATE OF NEXT MEETING:** The AGM and the next meeting will be held on Tuesday 7 April 2015.

The meeting closed at 8.35pm

**ATTACHMENTS**

1 Risk assessment

2 Kitchen floor quote

# Kettleburgh Village Hall

## **RISK ASSESSMENT**

Date 11 November 2014

Undertaken by Graham Mooney  
Chairman Kettleburgh Village Hall Management Committee

For submission to the meeting of the Kettleburgh Village Hall Management Committee on the 20<sup>th</sup> January 2015.

Where relevant, the guidance notes outlined in the “Five Steps to Risk Assessment” as published by The Health and Safety Executive, were applied.

### **Car Park**

The car park is adequately lit. The surface needs to be kept as even as possible to reduce the risk of trips and falls.

Low/Medium risk.

Action            As needed

### **Front Entrance and Lobby**

Adequate lighting when passing from car park to the hall or on foot from the road.

Possible risk of slipping in wet weather.

Consider improving pathways to the front door.

Low Risk.

Action            Graham Mooney

### **Wc's: Gents / Ladies / Disabled**

Warning sign by water heater to help prevent potential scalding and also to instruct on safe usage.

Medium Risk.

Action            Graham Mooney

**From:** [Peter Hall Flooring Ltd](#)

**Sent:** Tuesday, October 21, 2014 3:48 PM

**To:** [graham.mooney@btinternet.com](mailto:graham.mooney@btinternet.com)

**Subject:** Kitchen floor @ Kettleburgh Village Hall

Dear Mr Mooney

Following your visit this morning I am pleased to submit the following estimate.

To uplift existing tiles and screed the floor in the village hall kitchen £231.00

To supply and fit Polyflex Plus Pu 2 mm [colour to be chosen] £578.84

The above prices include V.A.T and fitting

If I can be of any further assistance please do not hesitate to contact me.

Yours Sincerely

Kevin Ward (Peter Hall Flooring)