

**Kettleburgh Village Hall Committee
Minutes of the Meeting held on Tuesday 30th July 2008**

Those present	John Bater(Acting Chairman), Liz Marzetti (Sec), Patrick Garland, Tony Murphy, Jackie Clark, Margaret Meadows, Robert Marzetti, Julie Todd, Steve Lovett(Scout Rep)	
Apologies	Jane O’Leary, Dave Williams, Sue Scott	
Minutes	The Minutes of the last meeting, held on 20th May 2008, having been circulated, were approved and signed as a true record.	
Matters Arising	Both the second clock and milk jug had been purchased by Tony and were in place. Margaret reported that she had given the info she had got from Mr Arbon re the Hill family to the Sec. An email had been sent to Bruce Hill re his enquiry. Julie said she would not take her enquiries any further. After discussion it was decided to leave the locks as they were. Gwenda would be asked to return the key she had as it was now needed by Ann Bater for the Coffee Morning.	JT
Appt of new Chairman	Jackie Clark proposed and Patrick Garland seconded the appointment of Robert Marzetti as Chairman. The meeting agreed and he took the chair for the rest of the meeting.	
Treasurer’s Report	In the absence of the Treasurer, the Chairman read out that there was £979 in the current account and £7204 in the deposit account	
Correspondence	Gwenda Weeks had enquired about glasses for use in the Hall and whether the Hall wished to buy more with the Trust, 50/50. It was decided that it was not necessary and she would be informed of this. David Harris had offered to let the Hall have an old photo-copier. It was decided that there was no merit in the suggestion. He would be so informed and thanked for his offer. The question of insurance for Village Events had been raised – the PC and the Hall pay the premium in alternate years. This year it is the Hall’s turn.	RM
Repair & Maintenance	7a. Karen Todd was not present to tell us about the use of young offenders. She would be contacted. It was decided to keep the options open – Otley College and the young offenders. 7b. The question of recycling facilities at the Hall had been raised at the Parish Meeting – it was felt that everything necessary was already there. There was no	EM

	<p>brown bin (stolen) but we would try to get another one. Patrick volunteered to put up a notice in the kitchen encouraging hirers to empty the waste-bins after use and directing them to the blue and grey bins at the side of the Hall.</p> <p>7c. There was discussion on the matter of insurance and it was decided it should be kept under review. Patrick reported on the present state of the maintenance list: the electrical work in the kitchen still had to be done but was in hand. There was an admitted lack of capacity at the moment and this was also due to be looked at. If the system was overloaded, there was a fire risk. Patrick undertook to get two quotes for upgrading the Hall wiring.</p> <p>Tony said that as long as the heaters were turned off down one side once the Hall was warm, there should not be a problem with the oven. He reported that the night switch did not always go off – it jams. This will be dealt with.</p> <p>Patrick said he would be buying 3 new water heaters; 1 each for the loos and 1 for the kitchen.</p> <p>Jackie said the stainless steel sink unit was getting rusty and should be replaced. Patrick agreed to get some quotes for a new one.</p> <p>The Chairman suggested he and Patrick should go through the maintenance list together to get him up to speed on what was needed/wanted.</p> <p>7d. Robert went through the various quotes he had received for the refurbishment of the floor. After discussion, it was decided to go with Roger Hyde. Possible dates were looked at eg October half-term. Robert would contact R. Hyde. He would also pursue sources of funding – Suffolk ACRE had already been approached for info and also Awards For All – the lottery fund.</p>	<p>PG &RM</p>
<p>Fund Raising</p>	<p>The idea of putting on a pantomime to raise funds was approved. Thursdays were seen as a suitable evening for rehearsals. The first meeting would be on Thurs. 11th Sept at 7.30pm. Flyers would be put out at the Coffee Morning on 1st August and posters put up around the village. Jackie said she would put it on the web site.</p>	<p>RM JC</p>
<p>AOB</p>	<p>Robert raised the question of storage facilities – very limited and not very convenient. After discussion it was</p>	

	<p>decided that John would speak to Derek Hill in the first instance as he understood that the Hall did not own any of the land round the Hall which would be needed for a portacabin, lodge, container, extension, whatever was decided upon.</p> <p>Steve Lovett said the Scouts would be starting again on the 8th and 11th Sept. They would like to put 2 screws into the wall to hang shields – he stressed that this would only be for their meetings. The meeting agreed. He said that they had no problems with storage at this time but more would be good.</p> <p>Jackie said the proposed date for the Countdown to Christmas tree lighting was Saturday 13th December. She also said that the PCC was going to present a bouquet to the two organisers of the Fete to say thank you. She wondered if the Hall would like to present the second one. She would get them and the presentation would be at the Coffee Morning on the 1st August. The meeting agreed. It was also agreed that the Sec should write to the Comers to thank them for all their work for the Village.</p> <p>The Chairman offered to look into getting a notice board to put up in the lobby to be used by anyone with an interest in the Hall.</p> <p>Jackie suggested it was time for another clean up. The meeting agreed on Monday 4th August. Jackie would liaise with members willing to help. She suggested concentrating on the lobby and toilets. We should set these cleaning dates at each meeting.</p>	JB JC LM RM JC
Date of next meeting	Tuesday 30 th September 2008 at 7.30 pm in the Hall.	
	The meeting closed at 9.35 pm	