

**Kettleburgh Village Hall Committee**  
**Minutes of the meeting held in the hall on February 5<sup>th</sup> 2008**

Present	Terry Comer (Chairman), Liz Marzetti (Secretary), John Bater, Jacquie Clark, Jeanne Durbin, Corinne de Roeper, Sue Scott, Patrick Garland, Tony Murphy.	
Apologies	Margaret Meadows	
Minutes	The Minutes of the meeting on Oct 23 <sup>rd</sup> '07 – having been circulated to all members, were approved and signed by the Chairman as a true record.	
Matters arising.	<p><b>Kitchen:</b> Tony had approached a Mr Birt re the plumbing. After discussion it was decided that he should be asked to do the job and the sink would be fixed at the same time. He would also be asked to look at the water heater over the sink; it is old and needs replacing.  The meeting agreed that the work should be set in hand.</p> <p><b>Cub Scouts:</b> Tony reported that everyone was happy.</p> <p><b>Café books:</b> Jacquie reported that all boxes had gone.</p> <p><b>Hall repair and maintenance:</b> It was agreed that there had been enough discussion and that Gary Meadows should be asked to put the work in hand as soon as possible, hopefully in line with his quotation. Patrick's survey had highlighted the feeling of the village re the hall. It was agreed that there was a need to view the maintenance and decoration in a more structured way. There should be an ongoing programme of repair and replacement. Terry and Patrick volunteered to start this with an inspection of the whole hall by the end of the month. They would put in hand any immediate repairs and replacements and report to the next meeting.</p> <p><b>Theft of lead:</b> Tony had not reported it yet – he had not been about when Police were here. Jeanne said that Rod had asked that they attend in the village on the Café mornings.</p> <p><b>Café rent:</b> There was discussion on the level of rent – should they pay the standard rent or a special rate. The Cubs pay a lower rent because they are renting long term. Patrick argued that as the Café raises money for other charities, not the village, they should pay the standard charge. The meeting agreed. Tony will notify Gwenda. Patrick also pointed out that it was an incentive to get everything put right.</p>	<p>TM</p> <p>TC PG</p> <p>TM</p> <p>TM</p>

	<b>Lost purse:</b> Tony had handed this into the Police. There had been no enquiries.	
Treasurer's Report	In the absence of the Treasurer, there was no report.	
Appointment of Trustee	Terry outlined the tradition of appointing the Chairman of the Parish Council as a Trustee of the Village Hall. Paul Norman as ex Chairman was still a Trustee. There followed discussion on the position of Trustees and whether they should be involved in Hall matters. Also whether a Hill should be asked out of courtesy. It was agreed that Terry would approach Paul on the matter.	TC
Countdown to Christmas	It was agreed that it had been a success. The lights had been found and it was also noted that Jane now had them. Robin Alderson had been there.	
AGM	This will be on Tuesday 8 <sup>th</sup> April 2008 at 7.30 in the hall. It will be an open meeting and advertised as such. There will be a committee meeting immediately after and people will be invited to stay for that.	
AOB	<p>John had details of a firm that specialised in renovating hall floors. It was agreed that they should be asked to look at the floor and give a quote for sanding and sealing. Tony suggested a vinyl flooring – easier to clean. General feeling was in favour of keeping the wooden floor visible.</p> <p>There had been several suggestions from users of the hall re items for attention, also some complaints. Tony had looked into one concerning mouse droppings and discovered it was down to the Cubs leaving biscuits open in a cupboard. They have been informed. Tony will put down traps.</p> <p>Terry and Patrick have the list of items and will bear it in mind when inspecting the hall. Patrick reported that he will also look into the possibility of using the young offender work force.</p> <p>There had been reports of money available from Suffolk Acre for refurbishment projects in village halls. It was agreed that this should be looked into.</p> <p>It was agreed that the hall is being used so repairs are worth doing.</p> <p>Terry raised the question of making our meetings public and whether the minutes should be published.</p> <p>It was agreed that the current minutes be put on the web site</p> <p>In the absence of any other business, the meeting closed at 9.05pm.</p>	<p>TC PG</p> <p>TM</p> <p>LM</p> <p>JC</p>