

**Kettleburgh Village Hall Committee  
Minutes of the Meeting held on Tuesday 16<sup>th</sup> June 2009**

Those present	Robert Marzetti (Chairman), Jane O'Leary (Treasurer), Liz Marzetti (Secretary), Tony Murphy, Jackie Clark, Margaret Meadows, Sue Scott, Julie Todd, Corinne de Roeper	
Apologies	Julie Lovett, Patrick Garland	
Minutes	The Minutes of the Meeting on 7 <sup>th</sup> April were approved and signed as a true record.	
Matters Arising	Power points: It had been decided to delay putting a point in the kitchen until a decision had been made about work to deal with condensation. Julie Todd reported that no use could be made of the old vacuum cleaner.	
Treasurer's Report	Jane reported that we have £555.78 in the current account and £2815. 38 on deposit. There are no outstanding bills.	
Correspondence	The Sec reported that we had received £26.64 from SCDC for recycling, Jan to Mar 2009. A Mr Glenn Knights had written promoting his disco service. Julie Lovett had written on behalf of the Scouts to thank the Committee for the work done on their store cupboard and commented favourably on the work done in the Hall.	
Repair and Maintenance	The meeting agreed that the Hall looked splendid and thanked Gary Meadows for his hard work. Curtains: The views of villagers at the Kettleburgh Coffee morning showed a preference for curtains over blinds. Mr Peter Driver suggested replacing the metal arms on the windows with lengths of chain which has been done, very successfully. A cap of £500 was put on cost of curtains and Julie Todd will look into this. The question of how to deal with the condensation problem in the kitchen is still under review. Storage: The Chairman proposed replacing the broom cupboard in the Gents. It is too small. The Committee agreed and Wayne Berry will be asked to quote for building a new one. Double Fire Exit Doors: These are rotten at the bottom. A budget of £150 was agreed to get them mended. Paths: This will be discussed with Derek Hill in view of his wish that the Trustees should be involved directly. The Chairman thanked Mark de Roeper and Patrick Garland for their hard work in keeping the grass cut round the Hall.	JT

	Cleaning Rota: The meeting agreed that this could be done on a monthly basis from now on and tackle specific jobs. Julie Todd asked that she be excused from the list. Liz will take her place.	
Risk Assessment	Julie reported that she should be able to give a full report by the next meeting.	
Trustees	The Chairman reported that he was getting information and quotes for indemnity insurance.	
Hall Charges	It had been decided to keep charges at their present level at least until next year. A penalty of double the hire fee would be levied on any hirer who left on lights and/or heaters. The Scouts had already said they were happy with this as long as they were left to turn them on in the first place.	
Dance	The Committee agreed that a dance would be a good idea. Julie Todd suggested a live duo 'John & Mario' who had a good reputation locally. She will ask if they are free on 12 <sup>th</sup> Sept or get alternative dates. Jackie volunteered to do the tickets, Robert the bar and publicity, Liz the food. Details would be settled at the next meeting.	
AOB	Jackie reported that the Fete had been successful and half the proceeds were on their way to the Treasurer. The Sec was asked to write and thank the Fete Committee. Robert said he would look into providing locks for the two storage cupboards.	EM RM
Next Meeting	Monday 24 <sup>th</sup> August, 7.30pm in the Hall	