

## KETTLEBURGH VILLAGE HALL COMMITTEE

### Minutes of the Meeting held after the AGM

**Tuesday 7<sup>th</sup> April 2009**

Those present	Robert Marzetti(Chairman), Liz Marzetti(Sec), Jane O’Leary (Treasurer), John Bater, Jackie Clark, Corinne de Roeper, Sue Scott, Margaret Meadows, Julie Todd, Tony Murphy	
Apologies	Patrick Garland	
Minutes	The minutes of the meeting on Jan 27 <sup>th</sup> 2009 were approved and signed as a true record.	
Matters Arising	Thank you letters had been sent; table covers had been bought and were in the kitchen; Patrick had produced preliminary results of his survey of the cost of electricity: it constituted 40% of the present hire charge. £3 was the average cost per hour to heat the hall. After discussion it was agreed that our present arrangement was satisfactory. John Bater undertook to thank those responsible for organising it.	JB
Treasurer’s Report	Jane reported that we have £1203 in the current account and £4990 in the deposit account. There are no outstanding bills.	
Correspondence	Suffolk Acre had advised all hall committees to be wary of suspicious hirers and to notify the Police of any such enquiries.	
Repair & Maintenance	<p>Gary Meadows will be starting the paint job in the Hall as previously agreed – doors and windows. A carpenter will ease the windows. Together with the supply and fitting of a kickboard in the kitchen, the total cost will be £515.</p> <p>Robert had asked Gary to quote for the rest of the paintwork in the main hall:            Ceiling - £480            Walls - £1180</p> <p>After some discussion, the meeting agreed the expenditure. Two quotes had been obtained to install lighting in the store cupboards: £135 and £199. The meeting agreed to accept the higher quote – the specification was a lot higher.</p> <p>Shelving was now in place in both cupboards and the Scouts were pleased with their new storage facilities.</p> <p>A quote had been obtained to install two double power points in the body of the hall and another one in the kitchen to the right of the sink. This would cost £150</p> <p>The meeting agreed to this expenditure.</p> <p>It had been suggested that a possible solution to the condensation problem in the kitchen would be to move the cooker to the window wall and install a ventilated hood over</p>	

	<p>it. This will be considered at future meetings.</p> <p>Patrick has put new temporary catches on the loo windows. He is tracking down the correct fitting for the leaky down pipe.</p> <p>The meeting approved the idea of laying a path over the grass at the front of the Hall, subject to consultation with Derek Hill.</p> <p>After some debate re the respective merits of curtains and blinds, it was agreed that we should ask the villagers at the next coffee morning for their views and opinions. Julie Todd agreed to supply a board and post-it notes.</p> <p>Robert asked that the Committee think about the whole question of insulation in the Hall. John said he would ask Peter Watling about the construction of the roof space.</p> <p>A new door mat was in place in the Lobby and the missing carpet had been replaced in the doorway to the disabled loo.</p>	<p>JT</p> <p>JB</p>
Risk Assessment	<p>Julie reported that her husband – a H&amp;S expert, is prepared to do an assessment of the Hall. She is also getting info from other halls. We will consider producing a handbook for hirers to include all relevant information.</p>	
Trustees	<p>Robert reported that the up to date details were now duly registered with the Land Registry. John Bater will ask the PCC if we may keep a copy of the document in the church safe.</p>	<p>JB</p>
Pantomime	<p>This had been a success and could become a regular event.</p>	
Hall Charges	<p>A sub-committee was formed to consider the whole question of hire charges: Jackie, Jane, Tony, Liz, all agreed to be part of it and Robert will ask Patrick.</p>	<p>RM</p>
AOB	<p>Robert asked for approval of the new headed paper. It was given. Julie will find out whether a charity organisation can use the old vacuum cleaner. Tony reported that an unclaimed lost purse had been handed back to us by the police and the £36 in it were given to hall funds.</p>	<p>JT</p>
Next Meeting	<p>Tuesday 16<sup>th</sup> June 2009 7.30pm in the Hall. Meeting closed at 8.55pm</p>	