

Kettleburgh Village Hall Committee  
Minutes of the Meeting held on Monday 24<sup>th</sup> August 2009

Those Present	Robert Marzetti, Liz Marzetti, Jane O’Leary, Sue Scott, Margaret Meadows, Julie Lovett, Julie Todd, John Bater, Tony Murphy	
Apologies	Jackie Clarke, Patrick Garland	
Minutes of last meeting	The Minutes of the last meeting, on Tuesday 16 <sup>th</sup> June, were signed as a true record.	
Matters Arising	New curtains had been purchased and were in place. They were in budget and had a certificate of fireproofing. Broom cupboard: Wayne Berry had quoted a price of £450. After a site discussion and establishing that shelves were included but painting not, the committee voted in favour of going ahead with the work. Fire exit doors: The bottom quarter of both doors had been replaced by Wayne and painted by the Chairman. Locks had been fitted to both cupboard doors at the back of the hall and Scouts provided with keys for theirs.	
Treasurer’s Report	Jane reported that we had £1707 in the current account and £2815 in the deposit account	
Correspondence	A cheque for £476.14 had been received from the organisers of the Auto Jumble as a share of the proceeds. The Secretary was asked to write and thank John and Ann Bater and Derek and Barbara Holt for their very generous donation.	
Repair and Maintenance	It was agreed that a sign would be put up encouraging users to clean up the Hall before they left. The Chairman said we would need a working party in the near future	
Risk Assessment	Julie Todd reported that several other halls she had contacted had shown no interest in risk assessment. She and Malcolm had identified one area of risk in the hall – the paint cans stored in the Ladies were a fire risk. She suggested that a map of the hall indicating the position of fire exits, fuse box, first aid box, fire extinguishers, should be given to hirers and put up in the hall. Julie Lovett offered to provide a copy of the Risk Assessment document that was in use at the Earl Soham Hall. She would liaise with Julie Todd It was suggested that we have a Comments Book for users of the hall to enter any issues that they felt needed to be known, especially any perceived risk areas. The Chairman thanked Julie for her hard work. Tony raised the question of the danger of slipping on the tiles outside the main doors if they were wet. Someone had	JT & JL

	fallen quite heavily when rain had driven in to the porch area. After discussion on possible remedies, Sue Scott said she would look in the farming catalogues for non-slip mats.	SS
New Pathway	<p>The Chairman went through the background to the suggestion. The Trustees had had a meeting and agreed the principle. A copy of the minutes of the meeting would be placed in the files. It would cost £170 to apply for planning permission to put down paving slabs from the door to the roadway. However, after an on site discussion, it was agreed that the better way would be to lay a concrete path from the existing concrete area outside the front doors to the car parking area. A post and rail fence would be put on the outer edge, from the bridge end to the car park end. This would give drier walking and discourage drivers from parking outside the doors. The Chairman undertook to inform Derek Hill of this decision. The Committee agreed to the cost of planning permission for this path and a new door into the kitchen as it could all be covered by the same application. The actual cost of a new door should be investigated further. Building regulation permission would also be needed for the door.</p> <p>The Chairman said that a copy of the minutes of the Trustees' meeting was in the files.</p>	RM
Pantomime	The first audition would be on Sept 10 <sup>th</sup> .	
Dance	<p>The musicians were booked. An entertainment - "Kettlesomer Murders"- would be provided in the interval. Food would be provided by the Committee members. Jackie had agreed to be in charge of tickets but could not be there on the night. Jane agreed to be on the door. Julie Todd asked if there could be a collection for Water Aid.</p>	
AOB	<p>The Chairman handed an updated official copy of the Register of Title to John Bater for him to place in the church safe as had been agreed. The Chairman asked that the PCC be thanked. The Committee thanked the Chairman for his hard work in getting the curtains organised.</p> <p>The next meeting was agreed for Wednesday 7<sup>th</sup> October at 7.30 pm in the Hall.</p> <p>In the absence of any further business, the meeting closed at 9.10 pm.</p>	