

Kettleburgh Village Hall Committee
Minutes of the Meeting held on Wednesday 27th January 2009 at 7.30pm

Those present	Robert Marzetti (Chair), Liz Marzetti(Sec), Jane O’Leary(Treas), Jackie Clark, Tony Murphy, Patrick Garland, Margaret Meadows, Sue Scott, Julie Lovett	
Apologies	John Bater, Corinne de Roeper	
Minutes	The Minutes of the Meeting held on Wed 5 th November 2008, having been circulated, were approved and signed as a true record.	
Matters Arising	<p>VAT on the new tables; the Parish Clerk had written stating that VAT could not be reclaimed on someone else’s behalf. Barclays had confirmed that the Sec was now an official signatory. The others are Jane and John.</p> <p>Tony had purchased the various cleaning items.</p> <p>A donation of £1500 towards the cost of the recent refurbishment of the hall floor had been received from John Bater. The Sec was asked to write and thank him.</p> <p>The new tables were being praised by the users of the Hall. Jackie said she would get protective covers for 4 of them as requested by the Scouts.</p> <p>The old trestles and red tables were now in store at Kettleburgh Hall. The Sec was asked to write to Amanda thanking her.</p> <p>The promised funding of £800 had been received from the Mills Charity in Framlingham and £250 from SCC with the help of Councillor Bellfield. They had both been thanked by the Chairman.</p> <p>Gary had nearly finished the painting of the lobby and cloakrooms. He would wait until the warmer weather to do the windows etc in the main hall.</p> <p>Patrick had bid successfully for the snooker table.</p> <p>New water heaters had been installed in the kitchen and the cloakrooms.</p>	<p>Liz</p> <p>Jackie</p> <p>Liz</p>
Treasurer’s Report	<p>£2217 in the current account. This includes £470 from panto ticket sales. Jackie has another £242.50 to go in. (Post meeting note: The deposit account has £3804)</p> <p>Gary will need £300 for work to date and there is an electricity bill for £297 to pay.</p> <p>Tony confirmed that a standard charge for electricity was now levied on all users of the hall.</p> <p>Patrick said he would like to work out a realistic rate calculating the amount of power used in an hour. He would report at the next meeting.</p>	Patrick
Correspondence	The Sec was asked to pass on the info sent by SCDC re food	

	<p>preparation for large nos to the KGT – they use the kitchen for the village breakfasts.</p> <p>Letter from SCDC re using Hall as Polling Station on June 4th 2009. The Sec was asked to reply saying yes. The charge would be negotiated later when they confirmed.</p>	
Repair & Maintenance	<p>A new outside light had been installed in the car park area. The malfunctioning dimmer switch – it had caught fire but was swiftly dealt with by the Scout leader in the Hall at the time – had been replaced as had its partner.</p> <p>Everything electrical in the Hall was now PAT certified.</p> <p>The Chairman and Patrick would go through the R&M list again before the next meeting.</p>	Robert Patrick
Risk Assessment	<p>This was something that had been raised by hirers of the Hall and Julie Todd had agreed to look into it. The C'tee agreed that it made good sense to have a general risk assessment done.</p> <p>The matter of smoke alarms was discussed. The point was made that it could be an expensive procedure with limited benefit. Robert suggested waiting until the risk assessment and R&M lists had been looked at.</p> <p>A notice had been put up on the new water heater in the kitchen warning users of the risk of scalding.</p> <p>There had already been a complaint – that the amount of hot water delivered was insufficient for washing up and it took too long to heat the next lot.</p> <p>It was pointed out that the heater was the same size as the old one and there had been no complaints as to the quantity of water – only the leaks.</p> <p>Patrick offered a second kettle which was gratefully accepted.</p>	
Trustees	<p>It had been discovered that the appointment of Patrick as a Trustee had never been officially recorded on the Land Registry document. The solicitors were happy to do it at a cost of £250 +VAT.</p> <p>The Committee felt that this was excessive and we should look into doing it ourselves.</p> <p>It was suggested that Robert contact the Land Registry and Julie L a friendly solicitor, for advice on the best way forward.</p>	Robert Julie L
Pantomime	<p>Everything was going well. Ticket sales were good and there was a lot of enthusiasm for the whole project.</p>	
Hall Bar	<p>It had been suggested under AOB at an earlier meeting that we get rid of the old wooden Bar. The Committee were asked for their views on this. After discussion it was put to the vote –Should the old Bar be taken away and broken up. The meeting voted yes with two abstentions.</p>	

AOB	<p>Julie L said the Scouts were looking forward to having access to the storage cupboards again. Robert said there was work to be done on both cupboards once the stage was removed – painting, lights, possibly shelving. The C'tee would use the left hand one and give the Scouts the larger right hand one.</p> <p>Tony asked for a proper inset door mat in the Lobby. After discussion, Sue said she would look into sourcing an industrial floor mat.</p> <p>The area outside the front doors was being churned up by cars and was very muddy.</p> <p>It was suggested that paving slabs be laid in two rows, one to the road, one to the car park. Derek Hill had agreed to this.</p> <p>Robert suggested the work was best left until the ground had dried out.</p> <p>Patrick asked where we were in the cleaning rota. It was agreed that it should be drawn up again and dated this time. A record of work done would be useful so Patrick agreed to provide a diary which will be in the table drawer in the kitchen.</p> <p>Jane asked that the socket over the oven be looked at. It will be on the R&M list</p> <p>The AGM will be on April 7th at 7pm in the Hall, followed by a Committee meeting.</p> <p>In the absence of any other business, the Chairman closed the meeting at 9.11pm</p>	<p>Sue</p> <p>Robert</p> <p>Liz</p> <p>Patrick</p>
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