

Kettleburgh Village Hall Committee
Minutes of the Meeting held on Wednesday 7th October 2009

Those Present	Robert Marzetti (Chairman), Liz Marzetti (Secretary), Tony Murphy, Jackie Clark, Corinne de Roeper, John Bater, Sue Scott, Margaret Meadows, Julie Todd, Patrick Garland	
Apologies	Jane O’Leary (Treasurer)	
Minutes of the last Meeting	The Minutes of the Meeting on the 24th August were approved and signed as a true record.	
Matters Arising	The matter of fencing was raised and left to item 8.	
Treasurer’s Report	In the absence of Jane, the Chairman reported that we had £635 in the Current Account and £2815 on deposit.	
Correspondence	The Chairman referred to a letter from Graham Vellacott, stating that the Lord of the Manor Fund was pleased to give us a sum of £250 towards the upkeep of the fabric of the Hall. A letter of thanks had been sent. The Secretary read out a letter from Suffolk Sport re their Active Wellbeing project. This aimed at getting Village Halls involved in the provision of sport and physical activity for adults. Liz was asked to investigate further.	LM
Repair and Maintenance	Patrick said he had nothing to report. Robert said that the new store cupboard had been damaged by persons unknown. Repairs had been carried out at a cost of £127. He said that it was possible that there was an inherent fault in the original design. John wondered whether it should have had sliding doors and Patrick said it should be kept locked with the key added to the others and all hirers notified. Corinne said it was better from the safety angle to have it locked since there were chemical cleaning products in the top cupboard. Jackie suggested that the Scouts be notified of the damage and Patrick seconded this. Robert will see to getting locks fitted. An outside light bulb needs replacing – Patrick will see to it. He will also check the leak in the gents’ loo. Robert said hirers seemed to have problems operating the timer for the outside lights. He will provide some new instructions.	LM RM PG RM
Risk Assessment	Robert reported that while investigating our Licence with a view to updating the numbers of people the Hall could contain, he had discovered that we now need to do our own Fire Risk Assessment which he produced for the Committee to consider. This replaces the old Fire Certificate. He had also done a general Risk Assessment	

	<p>for the Hall. After discussion it was agreed that in matters electrical, professional opinion should be sought. Members were asked to look through the two Risk Assessments and contact Robert should they have any suggested amendments.</p>	
New Entrance	<p>Robert reported that he had spoken to Derek Hill and that Derek had vetoed the idea of fencing along the edge of the concrete outside the entrance also the idea of sleepers along the edge of the grass. The previous concept of an extended fence was therefore abandoned. He will allow matting to be embedded in the grass which would provide a more sturdy pathway. After discussion it was agreed that we purchase matting to lay in the grass from the Hall entrance to the roadway. The Committee agreed that the concrete path be continued to the corner of the building, thereby connecting with the car park. The parking sign would be relocated nearer to the roadway and would provide a barrier of sorts to cars parking on the grass.</p> <p>Robert said that Trevor Butcher had produced excellent plans for the proposed new door in the kitchen. He thought we should budget for a sum of £1000. Other quotes ranged from £1000 to £2500. Robert was seeing another builder soon. He pointed out that an anonymous donor had promised £500 toward the cost. He summarized the reasons for having the door: deliveries could be made to the kitchen door; it could increase ventilation while the kitchen was in use; it would provide another emergency exit; it would be useful for the pantomime.</p> <p>Patrick and John both said the matter of drainage outside the door should be looked at carefully. A short concrete path would be preferable to the plinth suggested on the plan.</p> <p>After discussion the Committee agreed that we should go ahead with the door.</p>	
Pantomime	<p>Liz reported that this was now cast – except for half a cow. Robert reported that we now had a Performing Rights Licence for music.</p>	
Harvest Hop	<p>Jackie reported that we had sold 61 tickets so far. Patrick was getting his bar supplies. He suggested getting more glasses and this was agreed. Members agreed to produce food. A list would be sent out with the minutes. Sue suggested decorating the Hall in a Harvest theme.</p>	
Countdown to Christmas	<p>The 12th Dec was suggested for this but we might not be able to get hold of the tree from Snape in time. John</p>	JB

	<p>would speak to Terry Comer. The 13th was the other suggested date. All the preparations would be the same – Maggie to do music, Liz do mulled wine, Tony get the wine warmer, everyone do 12 mince pies and help decorate the Hall.</p>	
AOB	<p>John said he had been asked by Tracey Scott to ask the Committee to prepare 3 plants each for the plant stall at next year's Fete. Everyone agreed to do their best.</p> <p>Julie Todd announced that she would be resigning from the Committee due to pressure of work and her involvement with the Fete Committee. Robert thanked her for all her hard work and her contribution to the Hall committee. Robert thanked Jackie for updating the Hall page on the Kettleburgh website. He produced a draft copy of a Hire Agreement for members to look at. Copies will be emailed/sent with the minutes for members to consider.</p> <p>The next meeting was arranged for Wed 20th January 2010</p> <p>In the absence of any other business, the meeting closed at 9.30 pm.</p>	