

**Kettleburgh Village Hall Committee  
Minutes of the Meeting held on Wednesday 20<sup>th</sup> January 2010**

<b>Those Present</b>	<b>Robert Marzetti (Chairman), Liz Marzetti (Secretary), Julie Lovett, Maggie Meadows, Patrick Garland, John Bater, Jackie Clark, Tony Murphy</b>	
<b>Apologies</b>	<b>Jane O’Leary (Treasurer), Corinne de Roeper, Sue Scott</b>	
<b>Minutes of the last Meeting</b>	<b>The Minutes of the Meeting held on the 7<sup>th</sup> October 2009 were approved and signed as a true record.</b>	
<b>Matters Arising</b>	<p><b>The locks on the broom cupboard were now in place.</b></p> <p><b>The Hall User Information Pack was now complete and a copy was in the Lobby for all to read. It included the Risk Assessments which had been circulated to the Committee and agreed by them.</b></p> <p><b>Julie Lovett however said she was not satisfied with the lay-out of the Assessment. It was agreed that she and the Chairman would go through it and it could then be discussed at the next meeting.</b></p> <p><b>The Inspection Record Manual was now in place and Tony was filling it in as and when necessary following checks and/or tests. Two quotes had been obtained for the annual and five yearly Electrical Tests which can only be carried out by an approved electrical contractor.</b></p> <p><b>1: £217 for 5 yearly and £191 for annual test – Bayfield.</b></p> <p><b>2: £150 for 5 yearly and £85 for annual test – Daniel Allison.</b></p> <p><b>The Committee agreed to accept the latter quote.</b></p> <p><b>The new outside door to the kitchen was now in place – all necessary permissions having been granted. Total cost was £943 including £285 for fees to SCDC.</b></p> <p><b>Planning permission has also been granted for the new concrete path from this door to the car park and from the front doors to the car park.</b></p> <p><b>The new Licence was now in place.</b></p>	<b>JL RM</b>
<b>Treasurer’s Report</b>	<p><b>In the absence of Jane, the Chairman reported that we had £876 in the Current Account and £2815 in the Deposit Account. There was £225 in panto ticket sales still to be banked.</b></p> <p><b>Jane and Robert had checked the electricity bills again and had now arranged a 1 year contract with EON which meant a 38% reduction in cost.</b></p>	
<b>Correspondence</b>	<p><b>The Sec. reported that Suffolk Acre had moved.</b></p> <p><b>Notice had been received from SCC that funds were available for an Open Weekend – for any sporting or cultural event as part of the Olympic Weekend on the 23,</b></p>	

	<p>24, 25 July 2010. After discussion it was agreed that a dance on the 23 or 24 – the Auto Jumble weekend, would be a good idea. The application forms should be downloaded and other Village organisations contacted. The Chairman will do this and talk to the Chequers as a possible venue.</p>	RM
Repair and Maintenance	<p>Patrick has not been able to repair the outside light. Robert will ask Geoff Corston to install a new one . John is still trying to obtain the intumescent strips for the electrics cupboard. Jane has volunteered to paint the broom cupboard – exterior only.</p>	RM JB JO'L
New Kitchen Entrance	<p>Now finished. It should be noted that it is not an official Fire Exit. The heater will be replaced over the hand sink.</p>	
Pantomime	<p>Liz reported that everything was in place, tickets were going well and people were being very helpful. Jackie and Pat Bishop would be at the Coop handing out flyers on Tuesday 26<sup>th</sup> Jan. There was lots of advertising and Diane Smith was getting us into the EADT and hopefully on Suffolk Radio. Thanks to everyone.</p>	
AOB	<p>Julie said she would be introducing a new Scout Rep – Dick Knight. Jackie asked whether we could consider the possibility of having solar panels on the roof. Patrick thought the alignment of the Hall was not very suitable but the lobby roof might be suitable. Jackie will investigate further. Liz gave out copies of the revised Cleaning Rota. Robert wondered whether we needed the Cleaning Diary. After discussion it was decided that a notebook where comments on any/all Hall issues could be made was the best idea. It will be in the kitchen table drawer as before. Robert raised the question of a Fabric Fund – a ring-fenced fund for repair and maintenance. John said we should be aware that it could not be used for anything else. Jackie asked whether Suffolk Acre would help/advise on this. Patrick said we should ask whether it would affect our ability to get grants for future projects. Everyone will think about it for the next Committee meeting.</p>	JC
AGM	<p>This will be held on Thursday 15<sup>th</sup> April at 7.30 pm in the Hall. The meeting closed at 8.55 pm.</p>	