

KETTLEBURGH VILLAGE HALL COMMITTEE
Minutes of the Meeting held on Tuesday 4 September 2012

PRESENT: Robert Marzetti (RM)(Chairman), Jane O'Leary(JO'L) (Treasurer), Vickie Neilson (VN)(Secretary), John Bater(JB), Jackie Clark,(JC) Patrick Garland, (PG) John Dick (JD), Tony Murphy,(TM) Martin Sim, (MS) Dick Knight (DK)(Scout Representative).

1. **APOLOGIES:** Richard Baker

2. **MINUTES OF THE LAST MEETING:** The minutes of the meeting held on 17 April 2012 were approved and signed as a true record.

3. **MATTERS ARISING :** There were no matters arising.

4. **TREASURER'S REPORT:** The Chairman reported that the accounts showed a total of £6511 on account divided between deposit account £2839 and current account £3672. There is still an outstanding balance owed by the Scouts of £517 which, when included into the accounts ,would show a balance of £7028. The annual insurance of approximately £1100 would be due for payment at the end of September.

5. **CORRESPONDENCE:** The Suffolk Acre Newsletters which had been received were passed onto Jane. Jackie suggested electronic versions were available. Vickie will contact Suffolk Acre regarding this.

6. **ELECTION OF NEW CHAIRMAN:** Robert confirmed his resignation and said that he would be happy to stay on as Chairman until 31 December 2012. If a replacement is found before then he is quite amenable for his resignation to be earlier. A discussion then followed as to who would volunteer. As no volunteers came forward, various suggestions were made as to how to fill the post. Would it be feasible to advertise? Robert said that it would be better to fill the Chairman's post from within the Committee. JB agreed. DK made the comment that other village halls had similar problems and what sometimes happened was that all committee members take the chairman's post for a year at a time. Proposal to look to appoint an interim chairman. Proposed by Jackie Clark and seconded by John Dick.

Jane reported to the committee that she was resigning from the Treasurer's post. Graham Mooney had been approached and was willing to take on the Treasurer's role. Graham will be invited to the next meeting to join the committee and act as interim Treasurer until the AGM in April 2013.

7. **REPAIR & MAINTENANCE REPORT:** At the meeting of 28 February it was minuted that a quote would be obtained from G Meadows regarding the painting of the kitchen. Robert wished to apologise to the fact that he had not contacted G Meadows with regard to the quote. Patrick reported that he had spoken to Mr Birt regarding the refurbishing of the ladies toilets. The seats and cisterns will be replaced but not the pans and it had been agreed that nothing will be done at the moment regarding the urinals. The mains stopcock needs to be looked at as it was incredibly stiff to

turn . Mr Birt will be asked to advise further. Tony will give Mr Birt a key to the Hall in order for the main work to be carried out. Patrick confirmed that the work would cost £400. Robert reported that he, together with John and Patrick had inspected the roof both inside and outside to see what work was required as there was alarm that water may be coming in. John said that the roof was last repaired/recovered in the 1980's. There were various options and the question arose that if the Hall were a registered charity we may have a better chance of getting grants towards repairs. After a brief discussion it was felt that the roof covering would last through the winter but the committee unanimously agreed that the work should go ahead in the spring. Robert reported that the outside needs creosoting again. A comment was made that the lighting inside the hall was very poor. It was agreed that this would have to be considered in the new year when the roofing costs are considered. John Dick commented on the state of the kitchen paintwork. All agreed on the poor state but until the condensation problem was resolved, which was always going to be very expensive, it seemed sensible not to repaint until the spring of next year when condensation levels would be lower.

8. **FUND RAISING EVENTS:** The Panto this year is Little Red Riding Hood and once again Liz has volunteered to direct it. This event makes about £1000 which is a good earner for the Hall. The first auditions start on 6 September. The dress rehearsal is 13 February with performances on 14, 15 and 16 February. A Music Hall Evening has been arranged for 8 December. This was a great success 2 years ago. Robert will co-ordinate the event and set up a small committee to run it. Jackie will contact those who were involved last year to assist. The Xmas Tree lighting will precede this.

9. **BECOMING A REGISTERED CHARITY:** This item continued from the February meeting and JD gave a brief report on how to become a registered charity. He had prepared a report which he had given to Robert. JD then went on to explain that it was not clear whether the Declaration of Trust 2001 and the Constitution 2004 were sufficiently in line with each other to satisfy the Charities Commission. A general discussion followed and it was agreed that JD contact Suffolk Acre to get further advice, hopefully free, regarding the 2 documents. Robert will assist him in this, and both Patrick and Martin also volunteered their help. Robert gave his thanks to JD for the comprehensive report. He asked if anyone wished to have a copy and Martin said he would like one. JD will report back after his contact with Suffolk Acre.

10 **DIAMOND JUBILEE CELEBRATIONS REPORT:** Robert wished to express his thanks to various members of the Committee, including Liz for her work with the display. A letter of thanks had also been sent to Dinah Read for her display. Thanks also to Jackie and other helpers for the refreshments etc . All expenses had been paid. Overall the combined village event showed a small shortfall of around £20 but this amount had been absorbed by the Kettleburgh Green Trust.

11 **ANY OTHER BUSINESS:** Robert thanked the Fete Committee for their hard work and for making such a large sum of money for the Village Hall and thanks also to Patrick and Mandy for cutting the grass around the Hall. Vickie brought up the subject of cleaning rotas and it was agreed that she would provide reminders as and when committee members' turns arose.

12. **DATE OF NEXT MEETING:** The date of the next meeting will be Tuesday 13 November 2012 commencing at 7.30pm