

**KETTLEBURGH VILLAGE HALL COMMITTEE**  
**Minutes of the Meeting held on Tuesday 28<sup>th</sup> February 2012**

Those Present	Robert Marzetti (Chairman), Jane O’Leary (Treasurer), Liz Marzetti (Secretary), Jackie Clark, Sue Scott, Patrick Garland, John Dick, John Bater, Derrick Neilson, Tony Murphy, Richard Baker	
Apologies	None	
Minutes of the last Meeting	The Minutes of the Meeting held on 15 <sup>th</sup> November were approved as a true record and signed by the Chairman.	
Matters Arising	<p>John Dick pointed out that the window curtains were often very damp. Tony said that this was also a problem with the kitchen and loo floors – they took days to dry. Robert said that condensation in the Hall was always going to be a problem and could only be put right with extra heating and insulation.</p> <p>The papers re Land Registry entry were now in the Church safe.</p> <p>Nothing further had been heard from Saunders re their plumbing bill so it seemed they had accepted there was nothing owing.</p> <p>Robert reported that he had not as yet had a quote to provide an overflow to the cistern in the Gents’ loo.</p> <p>D. Allyson – the electrician, had put in stronger fuses to deal with the kettle problem in the kitchen. He did not consider that there was an overloading problem.</p>	RM
Treasurer’s Report	Jane reported that there was £1921 in the Current Account and £2839 in the Deposit Account. The only bill outstanding was for electricity.	
Correspondence	None	
Repairs & Maintenance	<p>One of the seats in the Ladies’ loo was broken, the handles on the cisterns were very loose, the mains stopcock in one of the cubicles was now very stiff to operate and the cisterns themselves were stained and badly marked. It was decided that a plumber should be consulted re best course of action on all these points, from mending to replacing. Patrick kindly offered to oversee this.</p> <p>The kitchen walls are once again in a poor state. This is a direct result of the condensation and can only be dealt with by redecorating at frequent intervals. Gary Meadows will be asked to quote for this work and the crack in the outside wall of the Ladies’ loo.</p> <p>It was decided that the idea of putting in paths from the car park to the front and kitchen doors of the hall would be shelved for the time being.</p>	<p>PG</p> <p>RM</p>

	<p>Jackie asked whether there was any way of making the stage end cross bar more substantial. This would make it easier to hang the lights for events such as the panto. After discussion it was decided that the present system should be retained.</p>	
Fund Raising Events	<p>Robert presented the Panto accounts. A profit of £1076.27 had been made for Hall funds. He thanked everyone for all their hard work and the director, Liz, in particular. There was an enthusiastic wish to do another one. It was decided that ticket prices would go up next year to £6 and £3. Peter Driver had offered to host an evening of Suffolk Wit and Wisdom. This was received with enthusiasm. Patrick suggested getting in touch with Andrew Stannard – a well-known local musician, to be part of the evening.</p> <p><b>(POST MEETING NOTE. None of this can now happen as KGT are using Peter’s idea themselves in November. This could mean doing another Music Hall in September)</b></p>	
Diamond Jubilee	<p>It is now confirmed that there will be a 50’s sitting room in the stage area, an Exhibition of material showing the village from the 50’s to the present day + oral history recordings in the body of the Hall and a 50’s tea party provided by the Hall. This would include such delights as fish paste sandwiches, cucumber sandwiches, egg and cress sandwiches, fairy cakes, Victoria sponges – all on doilies, real lemonade, tea and the modern equivalent of Corona cherryade.</p> <p>Richard reported that grants to the value of £3000 had been applied for to cover the total cost of the celebrations. In the event that grant-funding for the total was not available, the promised donations from the KGT, PCC and the Hall would be used. Offers of further funding in case of a shortfall had also been made by some generous residents of the village. In the event of there being any monies left over, they would be distributed to the three organisations.</p> <p>Robert proposed that £500 be made available to the Diamond Jubilee Committee from the Hall. The meeting agreed.</p> <p>Richard also reported that Kettleburgh had been selected to have a beacon which would be lit at the designated time on the Monday, 4<sup>th</sup> June. It would be sited at Easton Green Farm or Kettleburgh New Hall. The Committee generally favoured the New Hall site.</p> <p>Village children would be asked whether they wanted a mug or a coin as their Commemorative gift. Jackie said mugs only would be available for adults to buy.</p>	
Becoming a Registered	<p>John Dick pointed out that over 9000 Village Halls were already registered and represented 5% of all charities. The</p>	

Charity	<p>Hall fulfilled the demands of the Recreational Charities Act – it was used for leisure and recreational activities which led to general public benefit and social welfare. He went through the steps leading to Registration, detailing the perceived pros and cons:</p> <p>There was an increased possibility of obtaining funding when registered.</p> <p>The exempt status of the Hall re Tax would be confirmed. With income of over £5000, the Hall should be registered anyway.</p> <p>A Declaration of Trust already existed.</p> <p>Trustees would have to prepare an Annual Report which would be made available for the public to look at – eg placed in the Hall or on the web site. The Annual Accounts would also be made available. (This already happens)</p> <p>All paper work to do with registration had to be done on line.</p> <p>An adaptation of a model Trust deed would be needed to deal with general administration details. This would include the relevant bits of the existing Constitution.</p> <p>Derrick asked whether existing Hall funds were taken into account.</p> <p>John said it is just annual income.</p> <p>Sue asked whether it was really better for getting funding. John said charities were generally looked on with greater favour by the sources of funding and this was becoming even more the case.</p> <p>Richard said there were now training courses for how to apply for funding – how to fill in the forms which Patrick thought was a good idea.</p> <p>Jane asked whether there were any costs involved in the Registration.</p> <p>John said there were no fees involved.</p> <p>Robert proposed that the Hall become a Registered Charity. Derrick seconded the proposal.</p> <p>The meeting agreed with the proposal.</p> <p>John offered to fill in the forms and set things going. He will be the contact, the professional adviser.</p> <p>Robert thanked John for bringing up the matter and explaining it all.</p>	
AOB	<p>Robert and Liz both offered their notice of stepping down as Chairman and Secretary respectively. The Committee were asked to think of replacements before the AGM in April.</p> <p>Robert suggested bringing Martin Sim onto the Committee.</p>	

	<p>He has shown that he has the good of the Village and its various organisations very much at heart. He is also very capable. Richard seconded the proposal. The meeting agreed.</p> <p>Jackie confirmed that she and Bill would be co-ordinating the Fete this year. The next meeting of the Fete Committee would be on 12<sup>th</sup> March. The Fete is on 23<sup>rd</sup> June.</p> <p>Derrick volunteered to be the Hall representative at the meeting.</p> <p>Jane asked that another signatory be found for the National Savings bank account – Corinne is still on the list. It was decided to wait until the new Chairman and Secretary are in place.</p>	
Date of next Meeting	<p>This will be the AGM on Tuesday 17<sup>th</sup> April at 7.30pm in the Hall. This will be followed by a Meeting of the new Committee.</p> <p>In the absence of any further business, the meeting closed at 9.15 pm.</p>	