

KETTLEBURGH VILLAGE HALL COMMITTEE
Minutes of the Meeting held on Tuesday 16 April 2013

PRESENT: Graham Mooney (Chairman), Jane O'Leary (Treasurer), Jackie Clark (acting Secretary), John Bater, Tony Murphy, Steve Lovett (Scout representative standing in for Dick Knights)

1. **APOLOGIES:** Apologies received from John Dick, Patrick Garland, Vickie Neilson, Derrick Neilson Martin Sims, Dick Knights

2. **MINUTES OF THE LAST MEETING:** The minutes of the meeting held on 26 February 2013 were approved and signed as a true record.

3. **MATTERS ARISING:** There were none.

4. **TREASURER'S REPORT:** Following the presentation of the Annual Accounts for the year ended 31 December 2012, the only matters to report were with regard to the Scouts – a bill for £6.24 is to be presented to the Scouts for the repair of the broken window. It was also noted that they are still tardy in paying their hire charges. Steve Lovett will pursue this matter.

5. **CORRESPONDENCE:** The Secretary reported that Suffolk ACRE has been reformed and renamed Community Action Suffolk. The Treasurer will pay the annual subscription fee, which has now increased to £30. John Bater presented the committee with a drawing entitled 'The Proposed Village Green', an architect's impression of Kettleburgh Village Green. This was purchased by Bridgette Chase in the St Elizabeth Hospice Shop for £7.50 and will be displayed in the lobby of the Village Hall (out of reach of Scout activity!) The Treasure will reimburse Bridgette.

6. **REPAIR & MAINTENANCE REPORT:** The Chairman stated that repair of the roof is a priority. He had contacted four builders for estimates and received replies from two. It was agreed that Wayne Berry should be asked to carry out the necessary replacement works, with the help of Darren Frost. Onduline boards will be used and it was agreed that £3000 be set aside for this purpose. Whilst it was felt that the exterior walls were in reasonable condition, it was noted that the window frames needed repainting and putty replaced where necessary. A sum of £20 was allocated for this. Inside the hall, the kitchen walls are badly in need of repainting. Advice from builders merchants Kent Blaxhill was to use Weathershield exterior gloss paint. It was agreed that £50 be allowed for this. The Chairman suggested attaching tie backs to the stage curtains to help prevent further instances of the curtains being pulled from the rails. He will attend to this. Tony Murphy mentioned the repeated occurrence of the Gents toilet cubicle door being left locked from the inside. He suspected this to be a Scout prank. He has found a way to make this less likely to happen in the future and Steve Lovett will report this matter to the Scout leader.

7. **BECOMING A REGISTERED CHARITY:** John Dick is unable at present to pursue the matter of charitable status. He has passed all his research and paperwork to the Chairman, who will now try to progress the matter of bringing the two documents – the Deed of Trust and the Constitution – into line. He has made contact with Barker Gotelee at Martlesham Heath, the solicitors who drew up the original constitution, suggesting to them that they might sort the matter out. There is likely to be a cost of around £500. Once these documents are aligned, it will be possible to apply for charitable status.

8. **FUND RAISING EVENTS:** Planning for Kettleburgh Village Fete, to be held on 8 June, is well under way. Plenty of help will be needed nearer the date. Changes for this year include the decision not to deliver Cowpat tickets to every house. Instead, all committee members will be asked to sell tickets. Although Kettleburgh Scouts are too young to help with car parking, the Cubs would like to help run a stall, and Scouts may be able to assist with delivering fliers around the village.

9. **ANY OTHER BUSINESS:** It was agreed that a letter of thanks and some flowers be sent to Sue Scott, marking her 30 years as a committee member. Also thanks and flowers will be given to Persephone Booth for her work as auditor of the Village Hall accounts. Steve Lovett reported that the Scouts have been growing plants to go in troughs which they would like to place by the doors of the Village Hall. The Committee thanked them and Tony agreed to keep them watered.

10. **DATE OF NEXT MEETING:** The date of the next meeting will be Tuesday 16 July 2013 commencing at 7.30pm.

The meeting closed at 8.25p.m