

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Tuesday 16 July 2013

PRESENT: Graham Mooney (Chairman), Jane O'Leary (Treasurer), Jackie Clark (acting Secretary), John Bater, Tim Chase, Patrick Garland, Dick Knight (Scout representative), Tony Murphy, Derrick Neilson, Vickie Neilson, Martin Sims.

The Chairman welcomed Tim Chase to the meeting as a newly co-opted member of the Committee.

1. **APOLOGIES:** John Dick
2. **MINUTES OF THE LAST MEETING:** The minutes of the meeting held on 16 April 2013 were approved and signed as a true record.
3. **MATTERS ARISING:** There were none.
4. **TREASURER'S REPORT:** the Current Account balance is £5912 and the Deposit Account balance is £2839.
5. **CORRESPONDENCE:** The Chairman reported that following some correspondence from Roger Hyde, whose company sanded and sealed the Village Hall floor, an inspection was made to check its condition. The floor was found to be wearing well, with no need for any further treatment at present. A return visit will be made in one year's time. A letter was received from Liz Marzetti asking whether the Committee would be in agreement to another pantomime being held. The secretary will reply to Liz, thanking her for this fundraising activity. The pantomime will take place in February 2014, with rehearsals taking place on Thursday evenings from mid September.
6. **REPAIR & MAINTENANCE REPORT:** The Chairman has used some of the Coffee Morning money to purchase a small set of tools for the Village Hall. They are stored in the top broom cupboard in the Gents toilet. He has also painted and made weather proof the outside of all windows. Roof repairs: Tim Chase reported that Peter Curtiss, a roofer from Dennington, has quoted £1350 for the labour and provision of scaffolding to carry out the necessary repairs. This sum includes the removal of all debris. With the added cost of materials and contingencies, the total cost is likely to be in the region of £3500. It was agreed that Tim should oversee this repair work. Once the work is complete, it may be necessary to repaint the ceiling. Curtain tiebacks: the Chairman provided these to help prevent damage to the curtains. Kitchen paintwork: it was agreed that the Chairman would get quotes for tiling the outside wall above the work surface. Ladies toilet: Tony reported a crack in the wall. Gents toilet: the automatic flushing system for the urinal needs adjusting to prevent excessive water flow. Tony will contact the plumber, Frankie Burt.
7. **BECOMING A REGISTERED CHARITY - UPDATE:** Following some research, the Chairman ascertained that the original Deed of Trust and Constitution were both drawn up by the solicitors Barker Gotelee. He therefore suggested to Mr Skellorn, a managing partner of this firm, that Mr Skellorn should bring the two documents into line. Having looked at the drafts produced by John Dick, Mr Skellorn stated that John had done an excellent job, and that all that was needed was to add a further page for

signatures and witnesses. The Chairman will ask John to produce a final document. Once this is ready, a special meeting will be advertised in order to adopt and sign the new constitution.

8. **FUND RAISING EVENTS:** The new fund raising committee consists of Vickie & Derrick Neilson and Jackie Clark. Vickie reported that the Fat Band has been booked for Saturday 19 October. Tickets will be priced at £10. Richard Baker has offered to obtain the necessary licence for selling alcohol. Patrick will organise the bar, selling wine, beer, soft drinks and snacks. The staging will be needed. A further suggestion for fundraising was to book a local Military Wives Choir. Fete: Jackie stated that more people are needed to help with the background organisation of the fete next year.

9. **FRIDAY NIGHT SCOUTS HIRE OF HALL:** There was some confusion over who should inform the Scouts when the hall is used for a village event on a Friday night. It was agreed that Tony would contact Dick Knight or Julie Lovett whenever he has a booking for a Friday night. Derrick will make a laminated notice to read 'No Scouts tonight' which Tony can stick on the door when necessary. Dick reported that there is a lack of Scout leaders at present, with three leaders leaving shortly. He will keep the Chairman informed of the situation, as there is some concern over whether Scouts will be able to continue in Kettleburgh. Tony reported that someone from the Scouts was still locking the cubicle door of the Gents toilet. Dick will investigate.

10. **ANY OTHER BUSINESS:** John Bater requested that all Village Hall events should appear on the events section of the website. To aid the promotion of the Village Hall it was agreed that the Chairman and Secretary would be responsible for writing a monthly article for the Parish Magazine; this article would also be published on the website. Derrick offered to approach the Mills Charity and the Kettleburgh Lord of the Manor fund with a view to obtaining some help with the cost of roof repairs. Martin informed the meeting that there would be a discussion about obtaining a shipping container to be used for shared village storage at the Parish Council meeting on 14 August. As a representative of Kettleburgh Green Trust, he also put forward the suggestion that a new Village Hall be built at the meadow end of the Village Green, with the present hall site to be used as a car park. Amongst other comments, it was pointed out that there is no right of way (vehicular or pedestrian) from the Street on to the land occupied by the present Village Hall. The Chairman wondered if, when the Village Hall becomes a registered charity, it would be possible to set up a regular giving scheme amongst villagers. It would be possible to claim Gift Aid and would help with Village Hall finance. It would also be possible for businesses to make charitable donations.

11. **DATE OF NEXT MEETING:** The date of the next meeting will be Tuesday 22 October 2013 commencing at 7.30pm.

The meeting closed at 8.35p.m