

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Tuesday 22 October 2013

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

1. **APOLOGIES:** John Dick, Dick Knight, Martin Sims.
2. **MINUTES OF THE LAST MEETING:** The minutes of the meeting held on 16 July 2013 and the Special General Meeting held on 10 September 2013 were approved and signed as a true record.
3. **MATTERS ARISING:** There were none.
4. **TREASURER'S REPORT:** the Current Account balance is £3979 and the Deposit Account balance is £2839.
5. **CORRESPONDENCE:** A certificate confirming our membership for the current year and a guide to available training were received from Community Action Suffolk. The certificate will be displayed in the lobby of the Village Hall and the training guide held by the secretary. There was a request from Kettleburgh Green Trust for the loan of tables to use at the Hallowe'en event on the Green. It was agreed that our tables or trestles which are stored at Kettleburgh Hall would be the most suitable. Kettleburgh Green Trust will make their own transport arrangements.
6. **REPAIR & MAINTENANCE REPORT:** Interior lighting - following several comments about the poor level of lighting in the Hall, Tim Chase will contact Geoff Corston for suggestions of ways of improving it. A quote from Derek Balaam for making good the water damage and repainting the ceiling was as follows: £390 for the Hall area and £140 for the stage area. Roof repairs – work is due to start on Wednesday 23 October. The materials and a trailer for the removal of debris are on site. The roof will be stripped and replaced in sections and the work is expected to take three days to complete. Following an appeal by Derrick Neilson, the Mills Charity (Framlingham) has offered a grant of £1000 towards the cost of the roof repairs. This will be paid upon receipt of a detailed estimate of the costs involved. It was agreed that the water damage to the ceiling should be included with this estimate. The (interior) of the external kitchen wall has been tiled at a cost of £218. Thanks were expressed to Derrick for obtaining the grant.
7. **BECOMING A REGISTERED CHARITY:** After the SGM on 10 September, when the amended constitution was adopted and signed, John Dick has begun the process of online application for charitable status. The following issues have arisen: i) the exact wording to be used to describe the Hall. It was agreed that 'Kettleburgh Village Hall' should be utilised. It may be necessary to amend our banking details from Kettleburgh Parish Room to 'Kettleburgh Village Hall'. ii) Now that all members of the Committee are named as trustees, there is a conflict of interest insofar as Tony Murphy is also an employee and therefore has a pecuniary interest. There are three possible solutions: a) Tony steps down from the Committee; b) Tony receives no pay as caretaker; c) Not all Committee members remain as Trustees. This problem has arisen because we have not been able to obtain a unanimous agreement to transfer the Holding Trustees to the Official Custodian of Charities. After some discussion it was agreed that the preferred option was that not all Committee members remain as trustees, but that the Chairman would refer back to John Dick, who was unable to be present at this meeting, for advice.

8. **FUND RAISING EVENTS:** The evening of music and dancing provided by The Fat Band resulted in a profit of £500, although there may be a little extra if the remaining bar stocks are sold. Thanks were expressed to the Fundraising Committee.
9. **CHRISTMAS TREE LIGHTING:** John Bater has ordered a tree. The date was fixed for Friday 13 December at 5:30p.m. Jackie Clark will provide mulled wine and all committee members will bring six mince pies. The tree will be decorated at 10:00a.m on the same day.
10. **ANY OTHER BUSINESS:** a) Ray Curry explained that Scouts now only meet on Mondays in the Hall. The Chairman put forward the possibility of raising their hire charge from the discounted rate of £11 per session to a figure between that amount and £20. Ray agreed to discuss this matter with Scout leaders. He is keen that Scouts play a part in the community life of Kettleburgh. They will be helping with maintenance and tidying of the churchyard, but are keen to have other ways of being helpful. Litter picking and carol singing around the village at Christmas were suggested. b) Village Hall cleaning: it was agreed that the cleaning rota was not working effectively. The Chairman will ask Linda Sims if she would be prepared to clean as an employee of the Hall, suggesting once every three months to begin with. To ensure that the Hall is left clean and tidy after a hired event, a clause will be added to the hire conditions, stating that £20 will be added to the hire charge if the Hall is not left clean and tidy, as set out in the KVH information pack (kept on the wall in the lobby). The Chairman will ensure that this pack contains up to date information. c) Patrick Garland requested a standard agenda item confirming that our 'Records of Inspections & Tests' documents are regularly completed. d) Derrick Neilson asked whether one the new brown display boards could be used as a notice board. It was agreed that the boards are too large for this purpose and that their storage could be a problem. e) Tim Chase reminded Committee members about the Autojumble to be held on Sunday 27 October
11. **DATE OF NEXT MEETING:** The date of the next meeting will be Tuesday 21 January 2014 commencing at 7.30pm.

The meeting closed at 8.45p.m

CHAIRMAN'S NOTE

I have written a short piece for the next issue of the Parish Magazine in which I have referred to the debt owed by the village to Derek Hill and in particular for his generosity to the Village Hall.