

KETTLEBURGH VILLAGE HALL COMMITTEE
Minutes of the Meeting held on Tuesday 19 April 2016 at 8:00pm
following the AGM

Present: John Bater, John Brooke, Sue Brooks (Treasurer), Jackie Clark (Secretary), John Dick, Patrick Garland, Dick Knight (Scout representative), Graham Mooney, (Chairman), Jane O'Leary, Caroline Shilton, Martin Sims.

- 1. APOLOGIES:** Annette Hulme
- 2. MINUTES OF LAST MEETING:** The minutes of the meeting held on 19 January 2016 were agreed and signed as a true record
- 3. MATTERS ARISING:** There were none.
- 4. ADOPTION OF HEALTH AND SAFETY POLICY:** it was agreed unanimously that this policy should be adopted. It is set to be reviewed at each January meeting (or the first meeting of the year). The policy is attached to these minutes.
- 5. TREASURERS REPORT:** (attached to these minutes) Total funds at the end of the first quarter were £8,809. Main income for this quarter was the profit of £1,170 from the production of 'Alice in Wonderland'. Thanks were recorded to Kathy Churchill and her team from Kettleburgh Players for this magnificent result.
- 6. TRUSTEES UPDATE:** Following the death of Tony Murphy, there remain only three trustees of the land upon which the Village Hall is situated. Having researched the necessary procedure to remove Tony's name from the list of trustees and add a new fourth trustee, John Dick recommended using a solicitor with regard to the mandatory identity checks and correct procedure. Although not a matter for the Village Hall committee, we will bear any costs involved. John Bater will look into finding a fourth trustee ACTION J Bater and then John Dick will get a quote for the work from a local solicitor. ACTION J Dick
- 7. CORRESPONDENCE:** the Treasurer noted that paperwork from 'Flameskill' recommended switching to a CO₂ fire extinguisher. Sue will reply that we will change when the next inspection is due ACTION Sue
- 8. REPAIR AND MAINTENANCE REPORT:** i) Patrick reported that Brian Davy will start the agreed maintenance work once the weather is suitable at a cost of around £1500. Brian Davy will paint the windows and barge boards, replace the guttering around the flat roof and paint the fascia/soffit. ii) Kitchen Funding Applications: Graham has received offers of grant funding from both Suffolk Coastal Community Capital Grants Fund (£1823) and the Thomas Mills Trust (£1000). He is waiting to hear from the Suffolk Community Foundation (SCF) about a request for £2000. He has quotes for new kitchen units from Magnet (£6000) and Connells (£4000) and for new flooring from Peter Hall (£800). It was agreed that we will wait to hear from SCF regarding their offer, but that we will proceed with the project of installing new kitchen units and replacement flooring with or without the third grant. We will accept the quote from Connells, this to include a new built-in oven and hob unit. ACTION Graham iii) Grassy/muddy area by main entrance: Tim Chase will co-ordinate this project. He will make contact with a mini digger driver to find out when he will be available. Volunteers will be needed to help lay the stones. Dick Knight offered to ask Scout Leaders to help. Patrick has a 9" grinder which can be used. John Bater has some planings and will ask Victor Scott

about using his tipper trailer. Tim will obtain some half barrel tubs to place along the edge of the new paved area, in order to prevent vehicular traffic driving over the slabs. Caroline will plant up the tubs and maintain them. It is hoped that the project can be completed during May. ACTION Tim, Patrick, John Bater, Caroline & Dick

9. RECORD OF INSPECTIONS AND TESTS: The record of tests and inspections is up to date. The Chairman asked our new committee member John Brooke whether he would be willing to be responsible for the Risk Assessment file. John agreed, so Graham will email him the necessary paperwork and explain what is involved. ACTION Graham, John Brooke

10. FUND RAISING AND COMMUNITY EVENTS: There are outline plans to celebrate the Queen's 90th birthday alongside our Village Fete on 11th June. Refreshments at the fete will be augmented to cream teas in a marquee with celebratory bunting. Annette was thanked for once again taking the lead on organising the fete. The occasion will also be marked by something permanent on the Village Green. Suggestions of a beacon, an oak tree or a new bench will be further discussed at the Annual Parish Meeting on 28th April.

11. ANY OTHER BUSINESS:

- Litter Pick – Tim Chase has offered to organise a litter pick around the village. He will obtain equipment for this from the local council and is looking for volunteers. Once a date is set, Martin will email villagers to ask for help ACTION Tim, Martin
- Defibrillator – it was unanimously agreed that we should agree to the Parish Council's request to fix a defibrillator to the outside of the Village Hall. The preferred position is in the recessed porch. We will recommend that Aaron Nobbs is asked to do the electrics. Once the defib. Is in place, Sue will contact our insurers. The Secretary will inform Heidi Finbow of our decision. ACTION Jackie, Sue

12. DATE OF NEXT MEETING:

The next meeting will be held on Wednesday 6 July 2016 at 7:30pm

The meeting closed at 8.55pm

ATTACHMENTS

Health & Safety Policy

Treasurer's Report

KETTLEBURGH VILLAGE HALL COMMITTEE 19th April 2016

Treasurer's Report

Quarter 1 2016

Statement of Funds - 31/03/2016

Current Bank Account	5,826.62
National Savings Account	2,919.70
Petty Cash	63.58
Total	£8,809.90

Movements Jan - March 2016

Current Bank Account 31/12/2015	4,711.31
Income Jan - Mar 2016	2,540.22
Expenses Jan - Mar 2016	1,424.91
Current Bank Account Total	£5,826.62

Notes

Main Income from Alice in Wonderland Panto which made an overall profit of £1,170.49

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Main Expenditure of £190 for balance of payment to Aaron Nobbs for remedial works to emergency lighting and fire alarm following electrical safety checks in June 2015.



KETTLEBURGH VILLAGE HALL

HEALTH AND SAFETY POLICY

Part 1 - General Statement of Policy

This document is the Health and Safety Policy of Kettleburgh Village Hall.

Our policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for Management Committee members, hirers, users and other visitors.

- b) Keep the Village Hall and equipment in a safe condition for all users.

- c) Provide such advice and information as is necessary for Management Committee members, hirers, users and other visitors.

It is the intention of Kettleburgh Village Hall Management Committee to comply with all relevant Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Kettleburgh Village Hall Management Committee considers the promotion of the health and safety of those who use its premises, including contractors who may work there, to be of great importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work.

To this end, the Committee will encourage its members, hirers, users and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the Hiring Agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Graham Mooney, Chairman (On behalf of the Management Committee) April 2016

Part 2: Organisation of Health and Safety

The Kettleburgh Villlage Hall Management Committee has overall responsibility for health and safety at Kettleburgh Village Hall and takes day to day responsibility for the implementation of this policy.

It is the duty of all hirers, users and other visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Should anyone using the hall come across a fault, damage or other situation which might cause injury and cannot be rectified immediately they should inform the Chairman or the Bookings Secretary, as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chairman or the Bookings Secretary informed as soon as possible.

The following persons have responsibility for specific items:

First Aid box:	Caretaker
Fire precautions and checks:	Chairman
Risk Assessment and Inspections:	Chairman
Information to contractors:	Chairman
Information to hirers:	Booking Clerk
Insurance:	Treasurer

A plan of the hall is attached showing the location of electricity switch cupboard, emergency exits, fire doors, and fire extinguishers. (Appendix A)

Part 3: Arrangements and Procedures

3.1 Licence

The hall is licensed for music, singing and dancing by Suffolk Coastal District Council.

The sale of alcohol is permitted through a Temporary Event Notice.

Performing Rights Society Music Certificate: *14 November 2015 – 13 November 2016*

3.2 Fire Precautions and Checks

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. (Appendix B)

A plan of the village hall showing the fire alarm points, fire exits and firefighting equipment is attached. (Appendix A)

The nearest telephone is located in The Street and adjacent to the Hall.

Person with responsibility for testing equipment and keeping log book: Caretaker.

Company hired to maintain and service fire safety equipment: Rob Fulcher
Flameskill Service Centre, 1 Moreton Peto Estate. Gt Yarmouth Norfolk NR31 0LT Tel: 07849
349911

Location of service record: Switchboard cupboard

Checking of Equipment, Fittings and Services:

Monthly: Door mats and stops, clocks, toilets, water heaters, stage (when in situ), accident book, fridge, outside lights, emergency lighting, fire doors, all lights, water boilers and fire alarm. First Aid Box, ladders and steps, locks and sockets.

Yearly: Fire extinguishers, Emergency lighting, internal fire alarm & electrical certificate.

3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty Dept. is: Ipswich Hospital
Heath Rd Ipswich. IP4 5PD Tel: 01473 712233

The location and telephone number for the nearest doctor's surgery is:

Framlingham Surgery IP13 9HA Tel: 01728 723627

The First Aid Box is located in the kitchen.

The person responsible for keeping this up to date is: the Caretaker.

The Accident Book is kept with the First Aid Box in the kitchen.

This must be completed whenever an accident occurs.

Any accident must be reported to the Chairman of the Management Committee.

The person responsible for completing RIDDOR forms and reporting accidents in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)1995 is: the Chairman.

3.4 Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions.

A copy of the Conditions of Hire is attached. (Appendix C & D)

A Risk Assessment is carried out yearly and any risks reported to the Management Committee. (Appendix E)

3.5 Contractors

The Management Committee will check with contractors (including self-employed persons) before they start work that:

- The contract is clear and understood by both the contractors and the Committee
- The contractors are competent to carry out the work (eg have appropriate qualifications, references, experience)
- Contractors have adequate public liability insurance cover
- Contractors have seen the health and safety file and are aware of any hazards which might arise (eg electricity cables or gas pipes)
- Contractors do not work alone on ladders at height (if necessary a volunteer should be present)
- Contractors have their own health and safety policy for their staff
- The contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations and the Institution of Engineering and Technology Code of Practice

3.6 Insurance

Company providing the hall's Employer's Liability and Public Liability insurance cover:

Allied Westminster - policy no. *VH 88/0047440/BS70651*

29/09/2015 - 28/09/2016

(certificate displayed in lobby of Village Hall).

3.7 Review of Health and Safety Policy

The Management Committee will review this policy annually at the first meeting of the year.

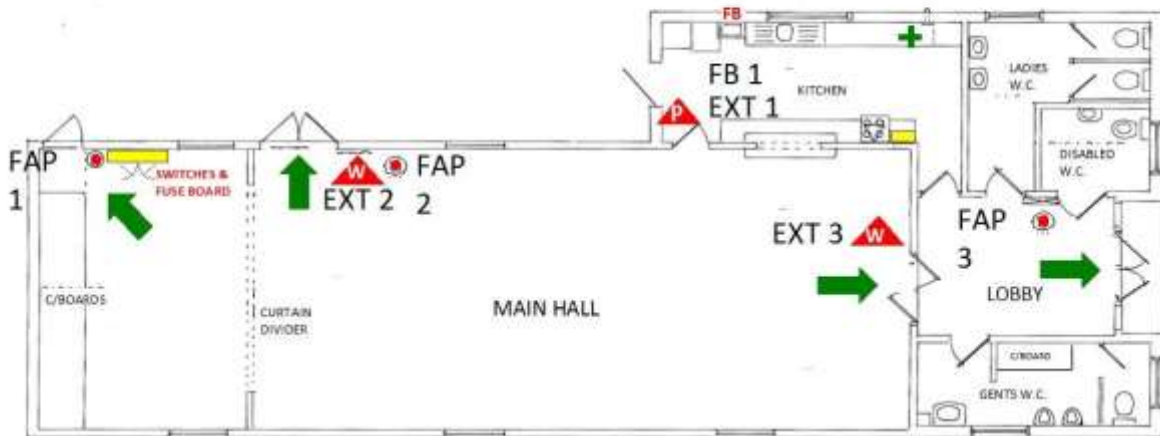
The next review is due in January 2017







Appendix A

Kettleburgh Village Hall. Plan with fire exits etc

KETTLEBURGH VILLAGE HALL

Notated Inspection Plan



- | | | | |
|---|----------------------------------|-----------|---|
|  | FIRE EXITS | | |
|  | FIRE ALARM POINTS
BREAK GLASS | FAP 1/2/3 |  SWITCHES &
FUSE BOARDS |
|  | POWDER EXTINGUISHER | EXT 1 |  FIRST AID |
|  | WATER EXTINGUISHERS | EXT 2/3 | |
| FB | FIRE BLANKET | FB 1 | |

Appendix B

KETTLEBURGH VILLAGE HALL

FIRE RISK ASSESSMENT

Date of new format 22 September 2009 Reviewed 16/4/2016 P Garland/G Mooney

1

Identification of fire hazards

The potential fire hazards noted were

- a) The electric stove /cooker in the kitchen, being of a typical domestic type, and which therefore only presents a very low risk of causing a fire.

2

Identification of people especially at risk from fire

New users to the hall who may not be familiar with the Hall layout.

3

Evaluation

The Hall is a non smoking area and notices are in place to that effect.

All loose rubbish from the kitchen and all other areas of the Hall is removed at the end of the hire period.

High risk combustible materials are not kept in the Hall.

The risk of a fire starting is considered to be low.

The Hall is well served with fire extinguishers and fire exits together with instructions as to sounding the internal fire alarm system and, at the time of the assessment, were all inspected and tested (where appropriate) and all found to be satisfactory. A plan of the Hall, showing positions of fire exits, fire extinguishers and fire alarm points, is on display in the Hall together with instructions as to action to be taken in the event of a fire.

4

Recording and Reviewing

Action to be taken includes – Since review on 16/4/2016 no actions required.

This Fire Risk Assessment to be reviewed every year at the first meeting of the Village Hall Management Committee each year and amended if necessary.

Appendix C

KETTLEBURGH VILLAGE HALL

Conditions of Hire (a)

At the discretion of the Booking Clerk / Caretaker the Hirer may be asked to make a 25% deposit to secure the date of hire.

At the end of the hire period the hirer agrees to leave the hall in a fit state as described in the notices displayed in the hall.

A copy of this notice is attached and forms part of these conditions of hire.

All hirers are asked to make themselves familiar with the Kettleburgh Village Hall Health and Safety Policy and sign below to confirm that they have read and agree to abide by its contents. A copy is kept in the lobby area along with a plan of the hall showing relevant safety features.

Hirers Name.....

Date of hire.....

Hirers please note that there are plans displayed in the hall showing the fire exits and the positioning of fire extinguishers together with notices of actions to be taken in the event of discovering a fire.

Illuminated Fire Exit signs are over each fire exit doorway.

All tables, side benches and chairs to be returned to the positions where they were found or as agreed at the time of booking.

Maximum permitted number of persons

	without stage	with stage
Seated at tables	115	80
Dancing and tables	150	100
Closely seated audience	135	100

All Public and Private functions must end:

Monday – Saturday 23.30

Sundays 22.30

Hirers who wish to sell alcohol at their event need to apply for a temporary Event Notice from Suffolk Coastal D.C.

All electrical equipment taken into the hall, including extension leads, must have a PAT test certificate. Please refer to the User Information Pack for all matters relating to the hall.

Appendix D

KETTLEBURGH VILLAGE HALL

**Conditions of Hire (b)
AT THE END OF THE HIRE PERIOD
IT IS THE RESPONSIBILITY OF THE HIRER TO ENSURE THAT:**

- 1 THE MAIN HALL FLOOR IS SWEEPED USING THE SOFT ORANGE MOP AND WIPED OVER WHERE NECESSARY BUT ONLY WITH A DAMP CLOTH (PLEASE NOTE THAT THE USE OF EXCESSIVE WATER ON THIS WOODEN FLOOR WILL DAMAGE THE SURFACE).
- 2 THE CHAIRS ARE STACKED IN THE “STAGE AREA” AT THE FAR END OF THE HALL.
The upholstered green chairs must not be stacked more than four high. The chair trolley is available.
- 3 THE TABLES ARE WIPED CLEAN and the fourteen small tables are stacked in the transporter and the six large tables are stacked against the wall in the space provided.
- 4 THE KITCHEN FLOOR IS SWEEPED AND WIPED OVER AS NECESSARY AND THE SINK, COOKER, MICROWAVE AND ALL WORKING SURFACES ARE ALSO WIPED OVER AND LEFT COMPLETELY CLEAN.

ALL GLASSES, CHINAWARE AND CUTLERY ETC TO BE WASHED-UP, DRIED,
AND PUT AWAY.

THE FRIDGE TO BE SWITCHED OFF WITH THE DOOR LEFT OPEN.

The electrical appliances in the kitchen are of standard domestic design and can, with care, be safely used by adults.

Only children who are supervised are allowed in the kitchen.

- 5 THE GENTS, LADIES AND DISABLED TOILETS ARE LEFT IN A CLEAN AND FIT STATE.
- 6 ALL WALL-HEATERS AND LIGHTS ARE SWITCHED OFF AND WINDOWS CLOSED. (NB On final exit from the hall, the outside lights can be controlled by a 12 minute timer switch which is situated in the main kitchen entrance – see instructions)
- 7 ALL RUBBISH IS CLEARED AWAY BOTH INSIDE AND OUTSIDE THE BUILDING AND THE RUBBISH PLACED IN THE APPROPRIATE RUBBISH BINS OUTSIDE THE HALL.
ALL EMPTY BOTTLES TO BE TAKEN TO THE BOTTLE BANK AT “THE CHEQUERS” CAR PARK.
- 8 ON COMPLETION OF THE HIRE PERIOD THE HALL KEY IS RETURNED TO THE CARETAKER, CAROLINE SHILTON 6 CONSTABLE COURT.
- 9 ANY DAMAGE CAUSED BY THE HIRER TO THE HALL IS REPORTED IMMEDIATELY TO THE CARETAKER. THE HIRER WILL BE RESPONSIBLE FOR RE-IMBURSING THE HALL FOR THAT DAMAGE.
Please refer to the User Information Pack for all matters relating to the hall

Appendix E

Kettleburgh Village Hall

RISK ASSESSMENT

Date 7th October 2015

Undertaken by Graham Mooney
Chairman Kettleburgh Village Hall Management Committee

Submitted to a meeting of the Kettleburgh Village Hall Management Committee on 7th October 2009. (Amended November 2015)

Where relevant, the guidance notes outlined in the "Five Steps to Risk Assessment" as published by The Health and Safety Executive, were applied.

Car Park

The car park is adequately lit. The surface needs to be kept as even as possible to reduce the risk of trips and falls.
Low/Medium risk.

Action As needed

Front Entrance and Lobby

Adequate lighting when passing from car park to the hall or on foot from the road. Possible risk of slipping in wet weather.

Consider improving pathways to the front door.

Low Risk.

Action Graham Mooney

WCs: Gents / Ladies / Disabled

Consider placing warning signs by water heaters to help prevent potential scalding and also to instruct on safe usage.

Change 13 amp socket outlets to switched fused spur

Medium risk.

Action Graham Mooney

Kitchen

The electrical appliances in the kitchen are of standard domestic design and therefore should not be considered other than a low risk if used sensibly and only by adults. This comment is incorporated in the Hall Hire Agreement. Change 13 amp socket outlet to water heater to switched fused spur.

Low risk.

Action Graham Mooney

The floor needs to be monitored for condensation before use. 'Wet floor' sign to be used when needed.

Medium risk

Action Caroline Shilton

