

KETTLEBURGH VILLAGE HALL COMMITTEE
Minutes of the Meeting held on Tuesday 19 January 2016 at 7:30pm

Present: John Bater, Sue Brooks (Treasurer), Jackie Clark (Secretary), John Dick, Annette Hulme, Dick Knight (Scout representative), Graham Mooney, (Chairman), Jane O'Leary, Caroline Shilton.

- 1. APOLOGIES:** Patrick Garland, Martin Sims.
- 2. MINUTES OF LAST MEETING:** The minutes of the meeting held on 13 October 2015 were agreed and signed as a true record
- 3. MATTERS ARISING:** There were none.
- 4. TREASURERS REPORT:** (attached to these minutes) Total funds at present are £7,677. It was noted that the main income of £536 for the last quarter was the profit from the Music Hall evening; hire income to date is £1,400; the fete total for the Village Hall was £1368; Keep Fit has contributed £600; coffee mornings have raised £350.
- 5. CORRESPONDENCE:** the Secretary has forwarded the relevant Community Action Suffolk emails to committee members.
- 6. REPAIR AND MAINTENANCE REPORT:**
 - i) Patrick has provided clarification of the quotes he had received for external maintenance. It was agreed that we would proceed, choosing one of the two lower priced quotes, the work to include painting the windows and barge boards, replacing the guttering around the flat roof and painting the fascia/soffit. The cost will be in the region of £1500. The Treasurer requested a copy of the quote. ACTION Patrick
 - ii) Grassy/muddy area by main entrance: we now have an agreement with Mark Hill, the owner of the land, that we may install a hard surface to replace the grass. Trevor Butcher has kindly donated paving slabs and is willing to oversee the work involved. It will be necessary to hire some equipment. Committee members are asked to help out if possible. The Secretary will write to thank Trevor for the materials he has provided and to arrange a date for the work to take place. ACTION Jackie
- 7. RECORD OF INSPECTIONS AND TESTS:** The corrections to the report of the electrical tests are complete and the missing paperwork has been provided, but it seems that there is some outstanding electrical work to be done. Martin will resolve this issue. The record of tests and inspections is up to date. ACTION Martin
- 8. FUND RAISING AND COMMUNITY EVENTS:**
 - i) The Music Hall evening was a success and raised £536.
 - ii) The Christmas tree lighting went well and all agreed that the time and effort involved in placing the tree near the roadside was worthwhile.
 - iii) The Kettleburgh Players pantomime is on schedule for its performances in February.
 - iv) the Village fete: Annette is willing to convene a committee again this year. It was noted that 11th June is also the weekend set aside for national celebrations for the Queen's 90th birthday. It was agreed that it is not desirable to move the date of the fete. Suggestions were made that we could combine the fete with an evening celebration at the Chequers with maybe a band and a hog

roast. The Secretary will write to the Parish Council requesting some funding for this proposal. ACTION Jackie v) The Chairman reported on his efforts to attract funding for a new kitchen. He has approached the Suffolk Community Foundation, Suffolk Coastal Community Capital Grants Fund and the Bulldog Trust, but has not yet had any positive responses. If we have had no success by our next meeting it was suggested that we may try to go ahead without grant funding. The Treasurer pointed out that we should have a firm idea of future needs for maintenance before we commit ourselves to a large project. Patrick and Martin will be asked to present a timetable for future maintenance priorities. The Chairman was thanked for his efforts in trying to attract funding. ACTION Patrick & Martin

9. ANY OTHER BUSINESS:

- Caroline queried whether a payment had been made for the loan of tables and chairs over the Christmas period. The Treasurer will produce an invoice for £20.
- Caroline noted that cups and saucers had been loaned in a dirty condition: they should be checked for cleanliness before they are borrowed.
- The electric meter needs to be topped up more frequently to keep it at a level of 40%
- Caroline has donated a wheelchair to the Village Hall. It is stored in the disabled toilet. Graham will provide a label for it. ACTION Graham
- Graham requested that drawing pins were not used on the wooden wall surfaces.
- The Chairman was slightly concerned that some committee members were frequently absent from meetings.
- Jackie queried whether it would be possible to leave the stage in place permanently.
- The Treasurer would like a schedule for the Scouts bookings for 2016. ACTION Dick

10. DATE OF NEXT MEETING:

The AGM will be held on Tuesday 19 April 2016 at 7:30pm

The meeting closed at 8.25pm

ATTACHMENTS

Treasurer's Report

Treasurer's Report

Quarter 4 2015

Statement of Funds – 31/12/2015

Current Bank Account	4,711.31
National Savings Acct	2,897.96
Petty Cash	68.57
Total	£7,677.84

Movements

Current Bank Acct 19/09/2015	4,301.66
Income Oct – Dec	+ 1,811.94
Expenses Oct – Dec	- 1,402.29
Total	4,711.31

Notes

Main Expenditure: Caretaker £500, Performing Music Rights £151.25

Main Income: Music Hall Event £536 profit