

**KETTLEBURGH VILLAGE HALL COMMITTEE**  
**Minutes of the Meeting held on Wednesday 5 October 2016 at 7:30pm**

Present:, John Brooke, Sue Brooks (Treasurer), Tim Chase, Jackie Clark (Secretary), Chris Finbow, Jane O'Leary, Graham Mooney (Chairman), Martin Sims, Diane Smith.

**1. APOLOGIES:** John Bater, John Dick, Patrick Garland.

**2. COMMITTEE MEMBERSHIP:** **a) Resignation of Committee Member:** Graham reported that John Dick has resigned from the committee for health reasons. He has written to John, wishing him well and saying how we will all miss his wise counsel and valuable input. **b) Co-option of Committee Member:** proposed by Graham and seconded by John Brooke, with all in agreement, Diane Smith was co-opted to the committee. Graham welcomed her, and also welcomed Chris Finbow to his first meeting. Jackie will update and circulate a list of committee members. ACTION Jackie. As the committee is still one member short, it was suggested that an article seeking a further committee member should be written for the Parish Magazine, and for circulation to the village email correspondence list by Martin. ACTION Graham/Martin. Graham requested that the relevant alterations are made to the Charity listing. ACTION Sue.

**3. MINUTES OF LAST MEETING:** The minutes of the meeting held on 6 July 2016 were agreed and signed as a true record.

**4. MATTERS ARISING:** **a) Day to day repairs and maintenance:** Graham has not been able to find anyone willing to take on this rôle. In the meantime, Pat Peck has reported a dripping tap in the kitchen and also in the Ladies toilet, and a problem with flushing the left hand ladies toilet. Tim will contact Nick Grimwood to arrange repairs. ACTION Tim. **b) The Defibrillator** has been installed in the porch of the Village Hall. Chris will fix a door stop in place to prevent the exterior hall door knocking against the cabinet handle. To cover the associated electricity costs, it was agreed that Sue will invoice the Parish Council annually in April for the sum of £50. Our insurers have been informed about the installation of the defibrillator. After some discussion it was agreed that the possible removal by BT of the village phone box, which is adjacent to the Village Hall, does not pose any difficulties with regard to the speedy use of the defibrillator.

**5. TREASURERS REPORT and INSURANCE UPDATE:** **a) Finance:** Total funds at the end of the third quarter are £5,977. It was noted that our main expenditure was the payment of the invoice for the kitchen refurbishment, and that the main income was from hall hire. The report is attached to these minutes. **b) Insurance:** Our insurance premium for the current year is £875. New requirements from Aviva are as follows: notification of the dates of our fixed electrical service testing, which should be at least every five years (it was noted that our electrician recommends every three years); confirmation that there is a flat roof inspection every five years; details of contacts besides the treasurer – Graham, Jackie, Patrick and John Brooke have been added to Aviva's list and all the other requirements have been met. The insurance certificate for September 2016 – September 2017 is displayed in the lobby of the hall.

**6. CORRESPONDENCE:** Graham had a request for a review of the licence from the Performing Rights Society. Sue will respond. ACTION Sue

**7. REPAIR AND MAINTENANCE REPORT:** Nothing further to report.

**8. RECORD OF INSPECTIONS AND TESTS:** It was agreed that from this meeting the checks will be carried at our quarterly committee meetings and recordings entered into the log book. Martin will ask our electrician, Aaron Nobbs, to carry out the annual PAT testing. ACTION Martin

**9. FUND RAISING AND COMMUNITY EVENTS:** a) **The Broadside Boys** have been booked for 22 October. The TEN licence for the sale of alcohol has been obtained. Graham will liaise with Patrick who is running the bar, to source beer, wine and snacks for the evening. Jackie will contact the band to ascertain staging/lighting requirements. The hall will be set out with the small tables and chairs, using the wall benches if needed and leaving space for dancing. Sue (and Denis) have put posters around the village and will deliver flyers. Jackie is selling tickets at £7.50. ACTION Jackie, Graham, Sue, Patrick.

b) Monday 12 December was suggested for the **Christmas tree lighting**. As the hall is used by Beavers, Cubs and Scouts on Mondays, Chris will talk to Angus Wheeler-Rowe (Scout Leader) to see if this will be possible. Jackie will provide mulled wine and ask our priest, Deirdre West, to attend. Each committee member will bring six mince pies. John has offered to obtain a tree and Patrick is able to help with its erection and lighting. ACTION Jackie, Chris, Graham, John, Patrick, ALL.

c) Doggie evening: Tim has spoken to Ben Garland (vet) who is willing to take part in an evening devoted to dogs. Lucy Daykin, who is concerned with rehoming dogs, could also be approached. No dates were set.

#### **10. ANY OTHER BUSINESS:**

- Chris reported that Beaver leaders have requested a set of saucepans and other kitchen equipment. It was noted that the usual practice is for hall users to bring their own cooking equipment.
- Now that the concrete paths are in place by the entrance to the hall, Tim asked if there were still plans to obtain some tubs, to prevent cars parking or driving on the grass. John Brooke offered to bring some large logs to place on the boundary of the grass.

#### **11. DATE OF NEXT MEETING:**

The next meeting will be held on Wednesday 18 January 2017 at 7:30pm

The meeting closed at 8.35pm

#### **ATTACHMENTS**

Treasurer's Report

## TREASURER'S REPORT - QUARTER 3 2016

### Statement of Funds 30/9/2016

Current Bank Account.	3,003.44
National Savings Account.	2,919.70
Petty Cash.	54.14
<b>Total.</b>	<b><u>£5,977.28</u></b>

### Movements on Current Bank Account from July - September

Account as at 30/06/2016.	£10,731.95
Expenses Jul-Sep.	8,076.50
Income Jul-Sep.	347.99
 Current Account to 30/09/2016.	 £3,003.44

Main Expenditure for quarter: Insurance £875

Balance of kitchen £3,488

50% of fete profit to church £1,400

External Repairs (B. Davey) £1,510

Main Income this quarter from hall hire.