

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Tuesday 11 July 2017 at 7:30pm

Present: John Bater, John Brooke, Sue Brooks (Treasurer), Jackie Clark (Secretary), Joan Cook, Chris Finbow, Graham Mooney (Chairman), Martin Sims, Diane Smith.

Graham introduced Bill Clark who presented a proposal to the committee regarding the provision of wiring for light and sound effects for the annual village pantomime. Bill outlined the requirements and the costs of materials under three headings:

- Installing mains wiring to the back corner of the hall by the kitchen and additional high level sockets - £65
- Installing multi plug low voltage boxes with wiring running along the roof cavity - £320
- Providing demountable shelving behind the stage doors - £60

Whilst the mains wiring would require the services of a qualified electrician, the other work could be carried out by committee members. Graham thanked Bill for his report and Bill left the hall.

The Committee meeting began at 7:45pm

1. APOLOGIES: Patrick Garland

2. MINUTES OF LAST MEETING: The minutes of the meeting held on 19 April 2017 were agreed and signed as a true record.

3. MATTERS ARISING: All action points from the meeting on 19 April had been completed; Martin noted that one further updated plan of the hall showing fire extinguishers is required for the Records and Inspections folder. ACTION Jackie.

4. TREASURERS REPORT: (attached to these minutes) Total funds at the end the second quarter for 2017 were £9445. This includes £1548, our share of income from the fete; with other bookings, two elections and a cycle event boosted our income from hall hire to £812. In early July, Sue was also pleased to receive a cheque for £1000 from the organisers of the Kettleburgh Autojumbles. She will write a letter of thanks. ACTION Sue.

5. CORRESPONDENCE: Graham had received an email from Steve Lovett (Scouts). Steve asked that all Scouts matters be sent to Angus Wheeler-Rowe (Group Scout Leader). Scouts were not able to help at the fete this year as the date clashed with a camping weekend. As our Scout representative, Chris will try to keep next year's fete weekend free from Scout activities, so that Scouts can take part in the fete.

6. REPAIR AND MAINTENANCE REPORT:

a) **Wiring for the pantomime** - Graham proposed proceeding with Bill's suggestions for this project. All were in agreement. Chris will liaise with his neighbour Andy Barton, a qualified electrician, regarding the mains wiring. Sue requested that facilities for a TV monitor and a camera be added. Jackie will inform Bill that the work will go ahead. ACTION Chris, Jackie.

b) **Stage** – Eddie Smith, who lives in Church Road, is able to source some suitable portable staging to replace our present wooden staging. Chris will talk to Denis Brooks and Eddie Smith and report back before our next meeting. ACTION Chris.

c) **External woodwork repairs** - Patrick will make the necessary repairs to the external wood cladding during the Summer ACTION Patrick.

d) **Upgrading Plumbing** – Graham produced quotes from Nick Grimwood for upgrading the Ladies and Gents toilets to bring them up to the standard of the new kitchen as follows:

- Toilet seats of commercial quality - £234
- Ladies toilet – wipe clean wall surface; two vanity units; under sink heater - £1028
- Ladies toilet – new toilet and plumbing - £636
- Gents toilet – two new urinals and fittings - £1911 (cost Could be reduced by reusing the present urinals)
- Gents toilet - vanity unit; under sink heater - £978
- Kitchen – under sink water heater - £516
- A total of £5303 which could be taken in units or all together

John Bater noted that the toilets were installed over thirty years ago and it was agreed that refurbishments were now necessary and that we would go ahead if at least part funding from charitable sources could be obtained. Sue agreed to look for grant funding. ACTION Sue. Graham will get a further quote for the work. ACTION Graham.

d) **Solar panels** on the flat roof – a representative from Green Energy visited the hall. It was agreed that installing solar panels would not be a viable project, as the hall is not used sufficiently to gain a real benefit after installation costs. John Bater added that the flat roof over the hall entrance and toilet is likely to need renovation within the next year or so.

e) **Hall lighting** – Graham suggested replacing the main hall filament bulbs with LED equivalents ACTION Graham.

f) Graham reported that he has purchased a replacement water boiler for the kitchen at a cost of £90.

7. RECORD OF INSPECTIONS AND TESTS: Martin had carried out the necessary checks and updated the log book.

8. FUND RAISING AND COMMUNITY EVENTS: a) **Co-op Community Fund** - the fund stands at £268 at present. We will be informed of the final total in October. b) **Fete** – Graham reported a successful fete and thanked all for their contributions. The date for 2018 was agreed as 9 June. Sue will write a fete report for the August Parish Magazine and the village website and will send Martin further photos of the fete for the website. ACTION Sue, Martin. There was some discussion over the need for new gazebos, but it was agreed that borrowing gazebos from villagers was the better option. The fete committee will check if there are sufficient when planning in 2018.

c) **Autumn fund-raising Event** – John Brooke suggested an evening entitled ‘We’ve Got Talent’ as a development from previous successful ‘Music Hall’ Evenings. The date was fixed for Saturday 21 October. John Brooke, Joan and Graham were all willing to help organise. ACTION John Brooke, Joan, Graham & Jackie

9. ANY OTHER BUSINESS:

There was none.

10. DATE OF NEXT MEETING:

Tuesday 26 September 2017 at 7:30pm

The meeting closed at 8.50pm

ATTACHMENTS

Treasurer's Report

Treasurer's Report Quarter 2 2017

Statement of Funds 30/06/2017

Current Bank Account	£6,454.87
National Savings Account	£2,937.24
Petty Cash	£53.69
Total	£9,445.80

MAIN ACTIVITY FOR THE QUARTER

The Fete raised £3,096 Shared between the church and the hall.
Of this, the Village Hall received £1,548 - 50% of the profit

Hire charge income this quarter was above average at £812