

## KETTLEBURGH VILLAGE HALL COMMITTEE

### Minutes of the Meeting held on Wednesday 18 January 2017 at 7:30pm

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

**1. APOLOGIES:** Patrick Garland.

**2. COMMITTEE MEMBERSHIP:** as Chris Finbow is willing to act as Scout representative, Dick Knight has decided to stand down from the committee. The Chairman expressed his thanks for Dick's valuable input and sensible advice and wished him well. All were in agreement. Jackie will update and circulate a list of committee members. ACTION Jackie. All committee members were in agreement that Martin should update the committee membership details on the village website. ACTION Martin. A new Kettleburgh resident, Joan Cook, has agreed to join the committee and she will be co-opted at our next meeting.

**3. MINUTES OF LAST MEETING:** The minutes of the meeting held on 5 October 2016 were agreed and signed as a true record.

**4. MATTERS ARISING:** Chris has a door stop ready to fix in place to prevent the exterior hall door knocking against the defibrillator cabinet handle. Sue has added Diane's details to the charity listing, but still needs information from Chris ACTION Sue, Chris. With Chris's help, John Brooke will provide and place some large logs along the grass edge outside the front door of the hall. ACTION John Brooke, Chris.

**5. TREASURERS REPORT:** (attached to these minutes) Total funds at the end of 2016 were £6,376. Our main income in the last quarter was from the Broadside Boys evening, which raised over £200 and from hall hire. It was encouraging to note that the hall is becoming a popular venue for children's birthday parties. Sue has paid an invoice from the Performing Rights Society of £86.81. This was reduced from last year's sum of £151.25, as in 2015 the fete income had been incorrectly included in the total submitted. Graham is awaiting confirmation of a funding application from the Co-op. He has applied for a grant of £1,000 in order to improve the hall lighting and to update the plumbing.

**6. CORRESPONDENCE: 1<sup>st</sup> Deben Valley Scouts:** as Scout representative, Chris reported that Angus Wheeler-Rowe, who has recently taken on the overall responsibility of leading the Scouts, Cubs and Beavers who meet on Mondays in the hall, has requested a more formal agreement of the hall hire conditions. He has asked Mike Pleasants (from the 1<sup>st</sup> Deben Valley Scouts Executive Committee) to take charge of this matter. After some discussion it was agreed that Jackie will contact Mr Pleasants and send him our 'Conditions of Hire', together with a revised hire fee. It was agreed that this should be a flat rate of £35 for each evening, with no extra heating charge in the winter months. It will also be made clear that there will be one Monday in February each year when the hall will not be available due to preparations for the pantomime. The 1<sup>st</sup> Deben Valley

Scouts, Cubs and Beavers will be invited to the dress rehearsal of the pantomime this year on Wednesday 8 February. ACTION Jackie.

**7. REPAIR AND MAINTENANCE REPORT:** the hall floor which was refurbished in 2009 is now in need of further attention. After an annual inspection, Edward Hyde, who was contracted to carry out the original work, has recommended stripping, sanding and resealing the pine boards at a cost of £900. It was agreed that this work should be carried out, but that we should wait until the summer when the hall is not used by the Scouts. Diane will investigate the possibility of funding for this project by our County Councillor, Robin Vickery. Graham will reply to Edward Hyde ACTION Diane, Graham. Plumbing: John Bater suggested using a magnetic water softener to alleviate the scale caused by hard water on the pipework in the toilets. Chris will replace the clock battery.

**8. RECORD OF INSPECTIONS AND TESTS:** Martin carried out the necessary checks and updated the log book. He will ask our electrician, Aaron Nobbs, to carry out the now overdue annual PAT testing. ACTION Martin

**9. FUND RAISING AND COMMUNITY EVENTS:** The Broadside Boys evening was a great success. The Christmas tree erection and lighting went smoothly. Rehearsals and preparations for the pantomime, Beauty and the Beast, are now well under way, with performances due to take place in mid February. The date for our annual village fete is set for 10 June, but someone is still needed to co-ordinate the event.

**10. ANY OTHER BUSINESS:**

- Graham noted that although Pat Peck was unwilling to join the committee, she is making an excellent job of keeping the hall clean and tidy.
- Diane asked whether hire charges were due for review, but it was agreed that they should remain as at present.
- Graham asked if we should change the key code. It was agreed that if we do it should be after the pantomime is over.

**11. DATE OF ANNUAL MEETING:**

Wednesday 19 April 2017 at 7:30pm

The meeting closed at 8.35pm

**ATTACHMENTS**

Treasurer's Report

## Treasurer's Report Quarter 4 2016

### Statement of Funds 31/12/2016

Current Bank Account	£3,378.40
National Savings Account	£2,919.70
Petty Cash	£78.29
<b>Total</b>	<b>£6,376.39</b>

### Movements on Current Bank Account from Oct - Dec 2016

Account as at 30/09/2016	£3,003.44
Expenses Oct - Dec	£905.64
Income Oct - Dec	£1,280.60
<b>Total</b>	<b>£3,378.40</b>

Main Expenditure for quarter - Plumbing repairs and utilities

Main Income for quarter - hall hire & Broadside Boys event