

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 19 April 2017 at 7:45pm (following the AGM)

Present: John Brooke, Sue Brooks (Treasurer), Jackie Clark (Secretary), Chris Finbow, Patrick Garland, Graham Mooney (Chairman), Jane O'Leary, Zoe Reeve-Jones, Martin Sims, Diane Smith.

1. **APOLOGIES:** John Bater, Joan Cook.
2. **MINUTES OF LAST MEETING:** The minutes of the meeting held on 18 January 2017 were agreed and signed as a true record.
3. **MATTERS ARISING:** a) Entrance door stop: Graham noted that the doorstep is still not in place. He is willing to fix in place the one made by Chris. ACTION Graham, Chris. b) c) 1st Deben Valley Scouts: the revised hire charges of £35 per session takes effect from 1 April. Sue will invoice their treasurer. ACTION Sue.
4. **REVIEW OF POLICIES:** Health & Safety Policy – John Brooke will update the plan on p6 to show the correct information about fire extinguishers. He will then replace this updated version for online booking. ACTION John. Equality Policy – Jackie will add a date to this document. ACTION Jackie.
5. **TREASURERS REPORT:** (attached to these minutes) Total funds at the end the first quarter for 2017 were £7274 . This includes interest on our National Savings Account. The 2017 pantomime, Beauty & the Beast, made a profit of £1020.46
6. **TRUSTEES UPDATE:** Charity Commission contact details - Sue has added Chris and Diane's details to the charity listing. She will request the required information from our new committee members Zoe and Joan. ACTION Sue.
7. **CORRESPONDENCE:** a) **Beauty & the Beast** – Graham read email correspondence from Kathy Churchill sent in response to his thanks for an excellent pantomime. b) **Hall hire charges** to Suffolk Coastal District Council for use as polling station – the committee has reviewed these charges and from 1 June 2017 they will be £120 for a full day booking (6am – 11pm). Jackie will inform the SCDC booking officer. ACTION Jackie. c) **UK Parliament Week** 13–19 November – a message from John Bercow (speaker of the House of Commons), regarding the forthcoming 'Parliament Week' was handed to Chris for the Scouts to investigate. d) **Community Action Suffolk Membership** – Jackie confirmed that our membership has been renewed for the current year.
8. **REPAIR AND MAINTENANCE REPORT:**
 - a) **The hall floor** - this has been sanded and resealed at a cost of £900. Diane was thanked for helping to obtain the full funding for this project from our County Councillor, Robin Vickery.
 - b) **External woodwork repairs** – Patrick identified that some of the external wood cladding needs attention. He will take care of this matter ACTION Patrick.

c) Patrick reported that the kitchen surfaces and the toilets were in need of cleansing at a recent event when he was running the bar. This may have been as a result of excess dust from the floor sanding and sealing.

d) **Plumbing in Ladies & Gents toilets** – several maintenance issues were identified:

- The overflowing cistern in the Gents, due to the flow rate being set too high
- Inadequate flushing of left hand Ladies toilet
- Dripping water heaters in both toilets

Graham will ask for advice and a quote from Nick Grimwood, with a view to seeking a suitable grant to help with costs. Diane suggested approaching District Councillors Hudson and Rous. Action Graham.

d) Zoe suggested adding solar panels to the south facing flat roof area. She will investigate and report back to our next meeting ACTION Zoe.

9. RECORD OF INSPECTIONS AND TESTS: Martin carried out the necessary checks and updated the log book. John Brooke reported that he was present whilst a Flameskill representative tested the fire extinguishers. We currently have two powder extinguishers and it is recommended that they should now be of the CO2 type; one is due to be changed in 2018, the other in 2019. Sue will contact Flameskill to get confirmation that the changeover can wait until the due dates. ACTION Sue.

10. FUND RAISING AND COMMUNITY EVENTS: a) **Co-op Community Fund** – we have been successful in being selected as one of three local charities to benefit from this offer. In October we will be awarded a sum of money, up to £1000, from a fund set up by the Co-operative group. We have identified an upgrade of lighting in the hall as a project for these funds. b)

Permanent Stage and wiring - Chris gave a resumé of a letter from Bill and Jackie Clark about the need for some permanent wiring to facilitate lighting for the pantomime each year. John Brooke and Chris added that a permanent stage, new stage flats and permanent provision for shelving in the stage area would also be desirable. A long discussion ensued. It was agreed that: i) Chris will meet with Bill to discuss precise requirements for wiring for lighting. ACTION Chris ii) Sue will arrange a meeting with her neighbour Eddie Smith, her husband Denis and Chris to investigate possibilities for a permanent stage. ACTION Sue,Chris. iii) Chris will investigate grants available for this project ACTION Chris. iv) Chris agreed to be designated Panto representative (in addition to his rôle as Scout representative).

11. ANY OTHER BUSINESS:

- Martin forwarded a request from Kettleburgh Parish Council that the committee should consider having a textile recycling bank placed in the Village Hall car park. For the following reasons, the committee decided this was not a feasible suggestion: the land does not belong to us, car parking space is at a premium, recycling would best be kept in one place (the Chequers Inn car park) and for a village of our size there is unlikely to be a need for such a facility. Jackie will write to KPC with our response. ACTION Jackie.
- Zoe suggested holding Bingo nights as a fundraising idea. She will investigate this possibility ACTION Zoe.
- Patrick informed the meeting that the headstone for our former caretaker, Tony Murphy, is now in place in the churchyard.

12. DATE OF NEXT MEETING:

Tuesday 11 July 2017 at 7:30pm

The meeting closed at 9:10pm

ATTACHMENTS

Treasurer's Report

Treasurer's Report Quarter 1 2017

Statement of Funds 31/03/2017

Current Bank Account	£4,283.61
National Savings Account	£2,937.24
Petty Cash	£53.69
Total	£7,274.54

MAIN ACTIVITY FOR THE QUARTER

Beauty & The Beast' Pantomime made a profit of £1,020.46

Floor repair work of £900 undertaken, funded in total from a grant from Suffolk County Council