

**KETTLEBURGH VILLAGE HALL COMMITTEE MEETING
HELD IN THE VILLAGE HALL ON 28 April 2005 AT 8.00PM**

1. **Apologies** Derek Holt
2. **Present** John, Corrine, Tony, Margaret,
 Patrick, Jeanne, Jane, Sue, Jackie
3. **Minutes of 4 Jan 2005**
Signed and approved as a true record
4. **Matters Arising**
Insurance needs to be upgraded as hall is only insured for £70,000 and this was felt to be inadequate for re-building to today's standards. Jeanne will write to Clive Tanner and ask him to give an estimate for re-building.

Framlingham pre-school will not now be using the hall.

The Fete will be on 11 June.

We are having an Auto Jumble on 31 July and proceeds will go to the Village Hall and to a Multiple Sclerosis charity.

Jackie wondered if Health and Safety checks are carried out regularly on the hall. It was suggested that someone do an annual visual inspection perhaps using a check/tick list. Tony agreed to check hall and contents annually.

John has a huge form to fill in for new license for hall. John and Patrick will take it to Council offices who have offered help with form filling.

Jane wondered how long we have to keep accounts and whether we should give most ancient one to Wilda Woodland?

Hire Charges: Committee discussed raising charges and agreed they need to rise but to leave it to Tony's discretion.

Next Meeting

John will liaise with Derek for date for next meeting.

There being no further business the meeting closed at 9.31pm.

