

**Kettleburgh Village Hall Committee Meeting**  
**23 October 2007 8pm**

- Present** Terry Comer, Margaret Meadows, Tony Murphy, Sue Scott, Jacquie Clark, John Bater, Liz Marzetti
- Election of Secretary Terry proposed and Sue seconded the election of Liz Marzetti as Secretary. The meeting approved unanimously.
- Terry proposed a vote of thanks to Jeanne for all her hard work which the committee approved. Sue will buy a plant as a present to Jeanne from the committee, spending between £15 & £20.
1. Apologies Jeanne, Patrick, Jane
2. Minutes The Minutes of the meeting of 23 July 2007 were read, approved and signed as a true record.
3. Matters Arising
- The Kitchen: Tony said the first aid box was visible to all and no notice was needed. John said Derek was in hospital so no action on plumbing or cabinets. Discussion followed on getting someone else. Tony will try to get someone to look at the plumbing – the cabinets are a DIY job.
- 35 new mugs had been bought as they were needed for the coffee mornings.
- Tony said no notice re cleaning was necessary – he kept a regular eye on things.
- Trustees/ownership of Hall. Terry said he had looked into it and there were four trustees as required by the constitution plus Paul Norman who used to be Chairman of the Parish Council.
- After some discussion on the ownership of the Hall, the Secretary was asked to look for details of the transfer when the land was donated to the Village by Derek Hill.
- Cub Scouts' cupboard. Tony had asked them to move their things. Terry read out a letter from the Scout leader setting out their requirements re storage and their willingness to comply with any new arrangements.
- After some discussion and an investigation of the storage available, it was decided that the Cubs would be asked to move their things out of the right hand cupboard temporarily – space was needed for Children in Need event. When the kitchen was finished and the stored glasses were put in there, shelving could be made available to the Cubs in the left hand cupboard.

Kettleburgh Green Coffee Morning Books. The boxes of books left in the Hall were seen as a potential hazard. The Green C'tee would be asked to remove them. There might be some storage space available when all the renovations were complete.

Left over fete donations: The inclusion of these in John's Barn Sale had raised the sum of £30 for the Hall. Terry thanked John.

Floor sanding: This is still under discussion.

Hall repair and decoration: A quotation of £565 from Gary Meadows was put forward. Any additional work would be at £12 per hour plus materials. At least two more quotes were needed. The work could then be set up for the Spring.

Cheque signing – existing signatories perfectly satisfactory at this time. Situation to be reviewed when necessary.

#### 4. Christmas Tree

The tree event 'Countdown to Christmas' would be on Saturday 15<sup>th</sup> December, 5pm – 6.30pm with the tree lighting at 5.30pm. John offered to get a tree.

Committee members will each provide 12 mince pies. Jacquie volunteered to do the mulled wine, Tony will again get the wine warmer from the pub. Corinne will be asked to do the small posters and Jeanne will do a big one for outside the Hall. Liz will do some flyers for members to collect on 8<sup>th</sup> Dec and distribute round the village. Jacquie will organise a quiz and Margaret will provide suitable music. Jacquie will put a notice in the Parish magazine for December. Decorating the Hall will take place on Friday Dec 14<sup>th</sup> at 2pm.

#### 5. AOB

Patrick's survey. There was discussion on the various points that affected the Hall. Terry suggested using the Suffolk Acre Maintenance Management guidelines/checklist.

Patrick had reported that the lead tops from the new parking sign had been stolen.

There had been an enquiry from Mr D Harris re the status of the Hall. The matter is already under review.

After discussion it was decided to ask the Kettleburgh Café to come into line with other users of the Hall and pay the hire charge as from Jan '08. Terry would contact Gwenda.

Jacquie said we had a cheque from SCDC for the recycling.

Tony said a purse found in the Hall had not been claimed so he would give it to the police.

In the absence of any other business the meeting closed at 9.45pm

Date of next meeting: Tuesday February 5<sup>th</sup> 2008 at 8pm