

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Tuesday 26 September 2017 at 7:30pm

Present: John Bater, John Brooke, Sue Brooks (Treasurer), Tim Chase, Jackie Clark (Secretary), Joan Cook, Patrick Garland, Graham Mooney (Chairman), Zoe Reeve-Jones, Martin Sims, Diane Smith.

1. **APOLOGIES:** Chris Finbow
2. **MINUTES OF LAST MEETING:** The minutes of the meeting held on 11 July 2017 were agreed and signed as a true record.
3. **MATTERS ARISING:** a) Staging – Graham has researched the cost of new staging: he has quotes in the region of £3,000 + VAT. Sue is making enquiries about grants for the performing arts and will report to our next meeting. ACTION Sue. b) Patrick will attend to the external woodwork repairs in the near future. ACTION Patrick.
4. **TREASURERS REPORT:** (attached to these minutes) Total funds at the end the third quarter for 2017 were £8935.15. The main expenditure has been the low voltage wiring and the insurance renewal. Our insurance cover includes an increase of the standard Public Liability limit indemnity to £10,000,000 at no extra cost. Booking receipts were relatively low, due to the summer activities recess.
5. **CORRESPONDENCE:** there was none
6. **REPAIR AND MAINTENANCE REPORT:**
 - a) **Vacuum cleaner** - a new cleaner has been purchased at a cost of £94
 - b) **Leaking kitchen sink** – work to repair the leaks, including replacing the u-traps was carried out by Nick Grimwood at a cost of £150.
 - c) **Urinals** – Nick Grimwood will also attend to the blocked drains. It is hoped that this will solve the overflow problem.
 - d) **LED lights and wiring** – the provision of low voltage wiring for light and sound effects for the pantomime is now complete. 6 x 100W equivalent LED lights (non-dimmable) have been purchased and fitted by Graham, Aaron Nobbs will supply and fit dimmable LEDs (at £20 each and guaranteed for two years) together with a new dimmer, to improve the lighting in the hall and ensure that all lights are working when required; he will also install mains wiring and 13amp sockets to provide power to the rear of the hall. This will then be boxed in and painted by Graham & John Brooke. ACTION Graham, John. It was noted that the money from the Co-op fund should cover the cost of the new lighting.
 - e) **Refurbishment of the toilets** – Sue has applied for grants from the Suffolk Community Fund (£2,000) and the Screwfix Foundation (£2,500). If unsuccessful, and once a further quote is obtained, she will apply for council grants. She also suggested putting the £1000 donated by the Autojumble to this project. – Agreed ACTION Sue.

7. RECORD OF INSPECTIONS AND TESTS: Martin had carried out the necessary checks and updated the log book. He reported that two easels were stored close to the fire exit. Although it was pointed out that only two fire exits are required unless the hall is full to capacity, it was agreed that there should be a clear passageway to the fire exit.

8. FUND RAISING AND COMMUNITY EVENTS: **a) Co-op Community Fund** - the fund stands at £270.11 at present. We will be informed of the final total at the end of October. **b) We've Got Talent: Friday 13 October** – We have eight items so far for the evening. Tim will approach some contacts to try to find some more acts ACTION Tim. Patrick will run the bar and Mary Mooney and Anne Bater will serve tea, coffee and cakes in the interval. Joan is selling the tickets and is responsible for the raffle, several committee members have already provided prizes. John Brooke will put the programme booklet together. **c) Christmas Tree Lighting** – this will take place on Friday 1 December. John Bater will once again obtain a tree, for which he was thanked. Patrick will put the necessary wiring in place. The tree will be erected at 2pm and the tree lighting will take place at 6pm. Jackie will invite Richard Ginn (a retired priest who now lives in Hacheston) to join us singing carols and counting down to turning on the lights. Jackie will provide mulled wine and each committee member will bring six mince pies.

9. ANY OTHER BUSINESS

There was none.

10. DATE OF NEXT MEETING:

Wednesday 17 January 2018 at 7:30pm

The meeting closed at 8.20pm

ATTACHMENTS

Treasurer's Report

Treasurer's Report Quarter 3 2017

Statement of Funds 26/09/2017

Current Bank Account	£6,051.60
National Savings Account	£2,937.24
Petty Cash	£53.69
Total	£8,935.15

MAIN ACTIVITY FOR THE QUARTER

Receipt of £1,000 donation from Past Times Autojumble

Payment of Insurance (£935.35)

Payment for new sound and lighting control wiring (£447.53)