

**Kettleburgh Village Hall Committee**  
**Minutes of the meeting held in the hall on 5<sup>th</sup> February 2008**

Present	Terry Comer (Chairman), Liz Marzetti (Secretary), John Bater, Jackie Clark, Jeanne Durbin, Corinne de Roeper, Sue Scott, Patrick Garland, Tony Murphy.	
Apologies	Margaret Meadows	
Minutes	The Minutes of the meeting held on 23 <sup>rd</sup> October 2007, having been circulated to all members, were approved and signed by the Chairman as a true record.	
Matters arising.	<p><b>Kitchen:</b> Tony had approached a Mr Birt re the plumbing. After discussion it was decided he should be asked to do the job and the sink would be fixed at the same time. He would also be asked to look at the water heater over the sink; it is old and needs replacing.</p> <p>The meeting agreed the work should be set in hand.</p> <p><b>Cub Scouts:</b> Tony reported everyone was happy.</p> <p><b>Café books:</b> Jackie reported all boxes had gone.</p> <p><b>Hall repair and maintenance:</b> It was agreed there had been enough discussion and Gary Meadows should be asked to put the work in hand as soon as possible, hopefully in line with his quotation. Patrick's survey had highlighted the views of the village re the hall. It was agreed there was a need to view the maintenance and decoration in a more structured way. There should be an ongoing programme of repair and replacement.</p> <p>Terry and Patrick volunteered to start this with an inspection of the whole hall by the end of the month. They will put in hand any immediate repairs and replacements and report to the next meeting. The Committee was pleased the hall is being used more so undertaking repairs and improvements was worth doing.</p> <p><b>Theft of lead:</b> Tony had not reported it yet – he had not been about when Police were here. Jeanne said that Rod had asked that they attend in the village on the Café mornings.</p> <p><b>Hall rent:</b> The meeting confirmed their previous decision that the organisers of the Kettleburgh Café should be charged the same as other village hirers. This is currently £7.50 per hour. Tony will notify Gwenda.</p>	<p>TM</p> <p>TC</p> <p>TC PG</p> <p>TM</p> <p>TM</p>

	<p><b>Lost purse:</b> Tony had handed this into the Police. There had been no enquiries.</p>	
Treasurer's Report	<p>In the absence of the Treasurer, there was no report. However, subsequently Jane confirmed bank balances at 31<sup>st</sup> December as:</p> <p>Current Account: £519 Deposit Account: £5,472</p>	
Appointment of Trustee	<p>There has been a tradition of appointing the Chairman of the Parish Council as a Trustee of the Village Hall. Although Paul Norman has resigned as Chairman, his position as Trustee of the Village Hall has not been replaced by Trevor Jessop. There followed discussion on the position of Trustees and their involvement with the Committee.</p> <p>It was clarified the single (and important) role of the Trustees is to hold the legal title of the hall. Each change of Trustee requires the title to be update, which incurs legal costs.</p> <p>In view of the expense associated with changing Trustees the meeting felt it ought to reconsider the appointment process. It was agreed Terry will approach Paul to see if he would be willing to stand as a Trustee in his own right.</p>	TC
Countdown to Christmas	<p>It was agreed the event had been a success. The lights had been found and it was also noted Jane now has them. Robin Alderson, the newly licensed Associate Minister of the parish, had been there.</p>	
AOB	<p>John had details of a firm that specialised in renovating hall floors. It was agreed they should be asked to look at the floor and give a quote for sanding and sealing. Tony suggested vinyl flooring – easier to clean. General feeling was in favour of keeping the wooden floor visible. This will be added to Terry and Patrick's maintenance review.</p> <p>There had been several suggestions from users of the hall re items for attention, also some complaints. Tony had looked into one concerning mouse droppings and discovered it was down to the Cubs leaving biscuits open in a cupboard. They have been informed. Tony will put down traps.</p> <p>Terry and Patrick have the list of items and will bear it in mind when inspecting the hall. Patrick reported he will also look into the possibility of using the young offender work force.</p> <p>There had been reports of money available from Suffolk Acre for refurbishment projects in village halls. It was agreed this should be looked into.</p>	<p>TC PG</p> <p>TM</p> <p>TC PG</p> <p>LM</p>

	<p>The question of making Committee meetings public, and whether the minutes should be published, was discussed. It was agreed to invite members of the village to the AGM and to place draft minutes of the current meeting on the parish website.</p>	<p>LM JC</p>
<p>Date of Next Meeting</p>	<p>This will be the AGM on Tuesday 8<sup>th</sup> April 2008 at 7.30 p.m. in the hall. The first meeting of the new Committee will take place immediately after the AGM.</p> <p>In the absence of any other business, the meeting closed at 9.05 p.m.</p>	<p>All</p>