

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 16 March 2022 following the AGM in the Village Hall

Present: Andy Barton, John Brooke, Jackie Clark (Secretary), John Mealing, Diane Smith (Chair), Malcolm Todd.

1. **APOLOGIES:** Sue Brooks, Joan Cook, Peter Dring, Patrick Garland.

2. **MINUTES OF LAST MEETING:** The minutes of the meeting held on 26 January 2022 were agreed and signed as a true record.

3. **MATTERS ARISING: Hire Agreement:** Diane thanked John for amending the booking arrangements. In addition to the updated requirements it was also agreed that for one off bookings payment will be requested seven days prior to the booking date. **Action John B, Sue.**
Stage area: this has been tidied, but the stage flats will not be removed as this would compromise the stability of the stage flooring.
Hall floor: Diane, Joan and Jackie met with Ed Hyde from Roger Hyde Ltd. He assessed the condition of the floor and found that it required no action from his company. He advised hiring a small scrubber drier fitted with red pad to remove the sticky residues. This information has been passed to our cleaner who will take the necessary action.
Parish Council request for screen/internet access: following a recent phone call to Diane from the Parish Clerk, we have responded to the Parish Council that our hall is not suitable for a fixed screen. Whilst we would welcome internet access, after some investigation it was found that there is no spare capacity in the BT cabinet situated at the end of Church Road to support a fast enough signal for the hall's requirements. It was agreed that we should lobby the Parish Council to seek more broadband capability for Kettleburgh. **Action Jackie.**

4. **REQUEST FROM SCOUTS FOR SHED:** the committee reconsidered this request because it is now clear that the land between the Village Hall and the boundary with March House belongs to the Village Hall. However, for the following reasons, the request was declined: we will need to use this area for a marquee when the panto returns; our insurance premium would increase; there would be issues with vermin if the shed was not erected on a concrete base; there would be difficulties with maintenance of the back wall of the Village Hall. We will once again offer some extra storage space in the cupboard behind the stage, and are willing to make the cupboard more accessible by moving the door to the short wall opposite the stage fire exit. Jackie will draft a reply to the Scout Group Chair. **Action Jackie.**

5. **CORRESPONDENCE:** the Parish Council has requested a donation of £500 towards the purchase of a marquee. This would be for use at the Platinum Jubilee celebrations and subsequently for village use. It would be stored securely and insured. All were in agreement that we should donate a maximum of £500, noting that a marquee is vital for our village fete. Sue will reply to the Parish Council. **Action Sue.**

6. **EVENTS/FUNDRAISING:** a) **Platinum Jubilee:** Malcolm and John M. reported the following arrangements that have been confirmed by the PJ committee for the beginning of June:
 - Thursday 2 June – beacon lighting, organised by the Scouts, at 9.15pm on the Village Green, preceded by children's games and a BBQ, followed by a set from the Kettleleles and a disco.

There is a sub-committee to organise food; Malcolm has obtained scaffold poles for the base of the beacon and Portaloo for the Village Green; Andy will take care of electrics – alongside generators supplied from the adjacent property Kettleburgh Barn, residents along Church Road will be asked if they can supply some power to the Green. The Chequers will provide a bar.

- Friday 3 and Saturday 4 June – no events in Kettleburgh, as many other local events are planned.
- Sunday 5 June – a celebration church service; a bring your own picnic and sports and games on the Village Green.

b) Fundraising: it was agreed that we should pursue the offer from Alister Gourlay to run a Race Night fundraising event in the autumn. **Action John M.**

7. RECORD OF INSPECTIONS AND TESTS REVIEW: John reported that the monthly tests are complete and up to date. He has started the annual tests. A recent visit from Flameskill confirmed that all fire extinguishers are in good working order. John will liaise with Andy to carry out PAT testing. **Action John/Andy.** John noted that the next Electrics Report (EICR) is due in 2025. He will send Andy a copy of the last report. **Action John.** Items that need attention include the light in the disabled toilet and another failed lamp in the hall. It was noted that if the stage cupboard door is moved, the fire extinguisher and the ladder hanging storage will need to be repositioned. Diane thanked Andy for his help with electrics and reminded the committee that both meters need to be fed with £1 coins when using the wall heaters in the hall.

8. AOB: Diane noted that minor repairs had been made to the main door. She had contacted Andy when the Scouts had not shut the door correctly and the matter was resolved.

9. DATE OF NEXT MEETING: Wednesday 15 June

The meeting closed at 8.40pm