

**Kenninghall Memorial Hall Committee**  
**MINUTES**  
**of a committee meeting held on Thursday 22 March 2018 at 7.30 pm**  
**in St Mary's Church**

**Present**

Jane Bush, Mick Sharland, Pete Kay, Anne Kay, Paul Forster, Anne Wood,  
Gary Bell, Rebecca Halmshaw, Ian Copeman,  
Gerald Sutton (in place of Rosemary Knox)  
Christian Mountney – Building Surveyor to the Committee

**Apologies**

Avril Broughton, Rosemary Knox, Sarah Bailey

**Minutes of previous meeting and matters arising**

The chairman went through the minutes of the previous meeting held on 23 January 2018. The minutes were agreed by the meeting.

**New hall – update**

CM gave an update following the site meeting held yesterday. Progress has been made in the last month, despite the bad weather. The roof is progressing, the gables are done, roof felted and battoned (except junction area). Most of the remaining work has been subcontracted. A new completion date has been provided which he feels is more realistic, assuming no more unforeseen events. We felt it best not to publicise the new date yet, until we can gauge how things are progressing.

The developer has now obtained planning permission for the new entrance into the site, hopefully work will start next week. They want to relocate the containers to the area between the site car park and the houses.

PK reported that the developer will undertake some landscaping, probably minimal, around the car park area, and asked the committee to think about what they would like. The developer also has to reinstate the line of apple trees between the new houses and the new hall.

All

AK will circulate a copy of the latest report to trustees once it is available electronically.

AK

**Equipment from the Kenninghall Pre School**

PK reported that the committee had been asked if they would like to purchase items from the Pre School, following its decision to close. He and AW had been to view the equipment and read out a list of useful items. MS proposed and PF seconded a proposal to purchase the items on the list for £100, and this was agreed by the meeting.

Newburys have said they can get us another container if we need one.

AW suggested we invite Tiny Tots to the AGM to appoint a trustee to the committee.

AK

AK referred to the documents sent out prior to the meeting:

**List of actions to be taken before the new hall opens**

Generally felt to include most things we need to do, various actions need a trustee to lead on them, and the trustees will give it further consideration.

- **Booking Clerk and website** - PF said he would ask KF if she could set up a Facebook page for the hall. We might need to pay someone to set up a website. PK said he would put something in the Newsletter. He will approach PO and ask if he would consider resuming his role as Bookings Clerk once the hall is built.

PF

PK

- **Insurance** - IC said he would lead on the insurance issue. MS felt it could be worth getting trustee indemnity insurance, PK said if we go down the incorporation route in the future this would limit trustee liability. He asked IC to investigate costs and cover for trustee liability insurance as part of the new hall

IC

insurance.

AK said that some policies also cover hall users liability - IC will look into this. IC

PK raised the issue of what insurance the parish council hold in respect of the Meadow, as technically they own the field, and are volunteers eg grasscutting covered. GB will speak to the Clerk to the Parish Council for clarification. IC needs clarification from the parish council as to the extent of its insurance cover on the Meadow and outside equipment, and clarity on the area we need to insure. GB

- **Utilities suppliers, rates, refuse collection** – MS said he would look into this. MS

**List of people to inform about the opening day for the new hall** – AK will send the 'long list' to trustees for them to identify people who might like to come and who no longer live in Kenninghall. AK

### **Equal Opportunities Policy**

MS proposed, AW seconded acceptance of the policy, and agreed by the meeting.

### **Application for funding for equipment for a childrens play area on the Meadow**

PK felt it best to shelve this issue until the new hall is built. MS said the parish council would not need planning permission or pay VAT, so there was a lot to be said for the parish council making an application for funding for this. PK asked GB if he would bring this issue up at the next parish council meeting. The siting of the play area has already been discussed ie between the walnut tree and the hall (near the committee room). GB  
The shelter from the Preschool could also be located near it.

### **Treasurers Report**

IC reported that there was no change from the last meeting.

### **Correspondence**

AK reported that the following correspondence had been received:

- Letter from TV licensing – replied that we did not need a licence.
- Letter from UK Parliament about various events celebrating equal voting rights.
- CAN newsletters including a training day 'Introduction to Funding' on 26 April.
- Norfolk Community Foundation funding newsletter - relevant sources inc Breckland Match Funding and the Garfield Weston Anniversary Fund. AK will forward email to CR. AK
- An amended order acknowledgement from Morleys putting back furniture delivery to mid July - this will probably need amending again. AK
- Email from Pre School asking if we wish to buy any of their equipment.

### **Any Other Business**

Positioning of the Carpet Bowls trophy cabinets in the new hall. This needs to be given some thought as the idea of building cabinets into the wall in the entrance has not materialised. Suggested we could temporarily store the cabinets in a container if the developer provides one. We should know by 12 July (Gerals AGM) if the new completion date is feasible.

Trustee visit on site - CM suggested in 6 to 8 weeks, once the windows have gone in.

### **Date of Annual General Meeting**

**24 April 2018 at 7.30pm in the Church**

The AGM will be followed immediately by an **Ordinary committee meeting** at approximately 8.00pm.

CM gave his apologies in advance.