

**KETTLEBURGH VILLAGE HALL
MINUTES OF THE ANNUAL GENERAL MEETING HELD ON**

WEDNESDAY 19 APRIL 2017 AT 7.30 pm IN THE HALL

Those present	John Brooke, Sue Brooks (Treasurer), Jackie Clark (Secretary), Patrick Garland, Jane O’Leary, Graham Mooney (Chairman), Martin Sims, Zoe Reeve-Jones, Diane Smith.
1. Apologies	John Bater, Joan Cook
2. Minutes of the last AGM	The Minutes of the AGM held on 19 April 2016 were approved and signed as a true record.
3. Matters Arising	None
4. Chairman’s Report	<p>We have had another busy year but I will stick to my format of People Problems and Finance. It started off badly with the departure of our sole employee Caroline Shilton, who having taken over from Tony Murphy proved herself to be an enthusiastic and very involved Caretaker, moved away and we were unable to find anyone willing to take on the role. Eventually Pat Peck agreed to do the cleaning, John Brooke devised a web/email based booking system which works well and as for the rest well we all keep an eye on things but it is not ideal. There have been a number of changes to the committee - Annette Hulme, Caroline Shilton, Dick Knight & John Dick all stepped down for various reasons; we will miss their input but we welcome Diane Smith, Joan Cook, Zoe Reeve-Jones & Chris Finbow who have all joined us with Chris taking on the role of Scouts representative.</p> <p>The new kitchen and floor went ahead in June without too many problems. The outside of flat roof frontage area comprising Toilets, Kitchen and Foyer has been repainted and renovated and we received £900 of grant funding from our County Councillor Robin Vickery enabling us to have the very lovely pine floor treated and resurfaced, after nine years of wear and tear.</p> <p>There were the usual problems with electrics and sewage but we won’t go into that!</p> <p>Following the agreement of Mark Hill, the new concrete and slab frontage was installed, mainly due to the efforts of Tim Chase and we hope this will mean a less muddy entrance for future events.</p> <p>And the village Christmas tree once again made its appearance although it again had quite a lot of competition on the lighting front!</p> <p>The Hall income for the last year derives mainly from hirings, our share of the Fete, the Broadside Boys evening and the Panto, beyond saying that I thought that Beauty & The Beast was the best so far, I will leave the details for Sue in her report - but in summary:</p> <p>In 2015 we had an income of £7600 we spent £6345 and showed a profit of</p>

	<p>£1260. For the current year 2016 and mainly due to grants our income was £10520. We spent £11826 showing a loss of £1305. Our reserves have therefore gone down by £1305.</p> <p>Thank you to Sue for managing all the financial side so efficiently, thank you to our Secretary and all committee members for your various contributions throughout the year and once again our thanks to Persephone for kindly auditing the accounts.</p> <p>For the Future – well it would be nice if the turnover in committee members were to slow down a bit, there are no plans for any major projects but as I said last year, it would be nice to have a quiet year and rebuild our reserves.</p>
<p>5. Treasurer's Report</p>	<p>This is the report for the period Jan – Dec 2016.</p> <p>Once again thanks to Persephone Booth for auditing our accounts.</p> <p>The Overall picture shows Income up significantly. In addition to the hall charges and fundraising activities we also developed a new stream of revenue through Graham's efforts in obtaining 3 grants to support the kitchen refurbishment. Our thanks go specifically to the donations of £1,000 from The Mills Trust, £1,823 from Suffolk Coastal District and £500 from Suffolk Community Foundation. You will see from the Accounts that we also increased our expenditure, using the money from these grants for the kitchen. From other income we were able to have the outside of the hall repaired and repainted, and a new paved entrance added. We ended 2016 having spent £1,305 more than received, with total funds of £6,393.93</p> <p><u>Hire Charges (£1,654.00) up nearly 15% on 2015:</u> 3 elections and additional private hires increased overall income from 2015, despite the Scouts reducing their bookings from two nights to one night. Pilates finished but partially replaced by Craft Workshop income.</p> <p><u>Fete income also up on 2015 :</u> Fete £1,575 (after £1,400 share to Church) – NB we owe another £140 from additional income/expenses received after reconciliation.</p> <p><u>Fundraising:</u> The Panto (in 2016 was Alice in Wonderland) and again made a significant profit of £1,100. Profit from Broadside Boys £200 (versus £600 for 2015 Old Time Music Hall)</p> <p><u>Keep Fit:</u> Due to phasing looks like a small loss – however this is a result of phasing. However, we may need a couple of new attendees to remain viable.</p> <p><u>Kitchen Refurbishment:</u> £1,799.49 not covered by grants (originally estimated would be £1,558.84) due to extra work undertaken.</p> <p><u>Repairs & Maintenance:</u> External painting work via Brian Davey, New paved entrance to hall already mentioned</p> <p><u>Electricity Costs:</u> lower due to renegotiation of contract</p> <p><u>Licences:</u> Lower PRS licence negotiated.</p>
<p>6. Election of Committee Members</p>	<p>Joan Cook and Zoe Reeve-Jones were elected to join the committee. All other committee members were re-elected en bloc for a further year.</p>

7. Election of Officers	Graham Mooney was re-elected unanimously as Chairman. Sue Brooks was elected unanimously as Treasurer. Jackie Clark was elected unanimously as secretary. Graham said that whilst he is willing to stand again, he hopes to stay on the committee but would be happy to hand over the Chairmanship to his successor by the 2018 AGM at the latest.
8. AOB	There was none.
In the absence of any further business, the meeting closed at 7.45p.m	

KETTLEBURGH VILLAGE HALL ACCOUNTS
YEAR ENDED 31 DECEMBER 2016

<u>Income</u>	<u>2016</u>		<u>2015</u>	
Hire charges		1654.00		1446.00
Fete	1575.5	3151.00	2737.00	
Less extra expenses		-70.80	-63.19	
Less PCC s 1/2 share		-1400.00	-1368.50	
		<u>1680.20</u>		<u>1305.31</u>
Donations		180.00		24.00
Recycling		0.00		0.00
Fund Raising events		207.74		557.45
Keep Fit		1002.00		1725.00
Coffee Mornings		392.02		345.88
Grant		3323.00		0.00
Pantomime Income		2064.43		2180.18
Interest		17.54		21.74
		<u>10520.93</u>		<u>7605.56</u>
<u>Expenses</u>				
Water & Sewer		207.22	295.17	
Electricity		496.44	665.96	
Caretaker & Cleaner		360.00	550.00	
Retirement gift		0.00	24.00	
Consumables		57.83	28.74	
Insurance		875.64	824.69	
Licences		86.81	187.25	
Miscellaneous		220.00	250.99	
Keep Fit trainer		1170.00	1140.00	
Fund raising expenses		0.00	21.42	
Panto expenses		893.06	975.72	
Suffolk Acre sub		0.00	30.00	
Reps/Maintenance				
Kitchen refurb		5122.49		
General R&M		2337.09	1351.24	
		<u>-11826.58</u>		<u>-6345.18</u>
Profit/Loss for year		<u>-1305.65</u>		<u>1260.38</u>
 STATEMENT OF FUNDS				
Nat Savings Invest Ac		2937.24	2919.7	
Petty Cash		78.29	68.57	
Bank cu ac		3378.4	4711.31	
Bank dep ac		0	0	
		<u>6393.93</u>	<u>7699.58</u>	
Movement in funds		<u>-1305.65</u>	<u>1260.38</u>	

28.2.17

Treasurer: Susan E Brooks

Persephone Booth

Independent Examiner: Persephone Booth, ATT(Fellow)