

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 26 January 2022 at 7.30pm in the Village Hall

Present: Andy Barton, Jackie Clark (Secretary), Joan Cook, Patrick Garland, Graham Mooney, John Mealing, Diane Smith (Chair), Malcolm Todd.

1. **APOLOGIES:** John Brooke, Sue Brooks, Tim Chase, Peter Dring.
2. **MINUTES OF LAST MEETING:** The minutes of the meeting held on 3 November 2021 were agreed and signed as a true record.
3. **MATTERS ARISING:** Panto - Now that Covid restrictions allow, Kathy has confirmed that she has started discussions with key individuals to plan the next Panto. Diane thanked Patrick for once again making power available for the Christmas tree lights.
4. **CAR PARK AREA LICENCE:** Jackie has a signed copy of the car park licence which will be kept with Village Hall records. Simon has given the 2022 £1 annual fee back to the Village Hall as a donation.
5. **TREASURER'S REPORT:** (attached to these minutes) At the end of 2021, total funds amounted to £14,558. Income totalling £653 was from hall bookings; expenditure amounting to £626 was for cleaning costs, repairs and maintenance. Sonia Frost, the Parish Clerk, has confirmed agreement to the new hire rate for Parish Council meetings. We are still working through our credits for electricity with British Gas.
6. **HIRE AGREEMENT:** Diane led a discussion on amendments to the online booking form for those wishing to hire the Village Hall. It was agreed that in addition to name, email and contact number, the following should be added:
 - address
 - landline phone number (if available)
 - approximate numbers attending
 - whether alcohol is to be served
 - whether there will be music

It was also agreed that whilst we are happy to accept bookings for parties for 16 -21 year old parties, the following conditions would be added to these hire requirements:

- 16-21yr parties to be accepted only from those resident in Kettleburgh
- a named responsible adult must be present
- a £100 deposit against possible damage is required to accompany the booking, with arrangements for deposit acceptance and reasons for retention.

The revised booking form will be circulated amongst committee members for approval before adoption.

Action Diane/John Brooke

To aid those wishing to book the hall, an up to date calendar of bookings should be reinstated. **Action John Brooke**

7. **DEBEN VALLEY SCOUTS HALL HIRE:** Diane had received an email from Clare Catton, the new Group Chair of the Scout Group, which was circulated to the committee before the meeting. The following points were discussed:

- **Heating costs** – as Scouts are not at present using any heat during their meetings, a new contract has been issued, minus the winter charge for heat.
- **Request for a storage shed/more storage facilities** – as we do not own the land on which it was requested to erect a shed, we are not in a position to give permission. The request should be made to Simon Warriner (also a Scout leader). We agreed that we would consider moving our contents from the left hand cupboard into our storage shed, and offer this extra space to the Scouts if needed.
- **External Lighting** – Andy agreed to install a further external light by the fire door to aid safety when children are exiting the building. We will pay for the materials. **Action Andy.**
- **Safety barrier by main entrance** – although not referred to in Clare’s message, we have already agreed in principle to a barrier for safety purposes. To comply with fire regulations, we will ask that the fence will not impede the fire exit.
- **Staging** – the stage has been left in place since the beginning of the pandemic. As Kathy has confirmed that she is making plans for the panto to restart, Sue will confirm proposed dates and we will ask the Scouts to bear with us until we have this information. **Action Sue.**

Action: Jackie will reply to Clare

8. FLOOR REFURBISHMENT: Jackie will contact Roger Hyde Ltd to ask for a quote for refurbishing the hall floor. It was last treated in 2017. **Action Jackie**

9. INVENTORY - CHURCH FARM/VILLAGE HALL: Graham will contact John Bater to enquire on progress with the inventory of Village Hall equipment at Church Farm **Action Graham.** It was suggested that we should also be considering possible new storage places on village farms. Joan will update the kitchen inventory originally produced by Liz Marzetti in 2010. **Action Joan.**

10. CORRESPONDENCE: Sonia Frost, the Parish Clerk, has requested that we consider installing equipment in the Village Hall to aid Council Meetings. She has asked for internet access and a screen which would be used at their meetings. After much discussion the following was agreed:

- **Interactive Wall Screen** - even with the possibility of grant funding for the expected £2000 cost, our village hall is not suitable for the placement of a permanent screen. Reasons given were that we would have nowhere to store it safely; insurance costs would increase. An alternative suggestion was for the Parish Council to obtain a data projector: we would be willing to install a roll up screen for their use.
- **Internet access** – we will make enquiries about installing internet access and Wi-fi to the Village Hall, also enquiring about grant funding for this project.

11. EVENTS/FUNDRAISING: a) **Platinum Jubilee** – John Mealing and Malcolm Todd offered to act as Village Hall representatives to join the committee chaired by Parish Council Chairman Jim Duckham to organise celebratory events for the Queen’s Platinum Jubilee in June. b) **Fundraising** – John mentioned that Alister Gourlay from Cretingham has offered to run a race night for us to raise funds for the Village Hall. This would be a possibility for the autumn months.

12. RECORD OF INSPECTIONS AND TESTS REVIEW: John reported that the monthly tests are complete and up to date. The new water heater will be tested along with the annual tests in March. Andy has offered to carry out all necessary PAT testing FOC. He will also investigate the flickering ceiling light. Diane thanked John for his report and Andy for his offers of help. **Action Andy/John M.**

13. AOB:

- There was a discussion about **Kettleburgh Fete**. Due to the pandemic, we have had two years without a fete. Graham noted that in past years, before the Chequers hosted the fete in their garden, it used to be held in different gardens around the village. Joan suggested that the Village Green was an ideal location. Until The Chequers reopens we are not sure about where it might be held. At present no one has offered to lead a team to run it. Malcolm suggested that it might be possible to incorporate an afternoon of activities on the Green into the Platinum Jubilee celebrations. Whilst this would not be a large fund raising event, it would be an excellent way of providing a community activity for the village and may well help to secure the future of the fete in succeeding years. Malcolm will take this suggestion to the Jubilee committee. **Action Malcolm.**
- **Cleaning materials** – Joan asked who purchased replacement cleaning materials/paper towels etc. As her daughter is at present acting as our cleaner, it was agreed that Joan will organise the purchase of any necessary items and invoice Sue accordingly. **Action Joan.**

14. DATE OF NEXT MEETING: The AGM will take place on Wednesday 23 March, followed by a Committee meeting.

Treasurers Report Quarter 4 2021

Statement of Funds 31/12/2021

Current Bank Account	£14,558.01
Petty Cash	£19.54
Total	£14,577.55

MAIN ACTIVITY FOR THE QUARTER

Income - Hall Bookings - Deben Valley Scouts £490,
plus £163 for 2 birthday parties, Crettingham Church fundraiser & Kettleburgh Parish Council bookings

Expenditure - Cleaner £251, Repairs & maintenance £375
The meeting closed at 9pm