

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 15 June 2022 at 7.30pm in the Village Hall

Present: Sue Brooks, Joan Cook, John Brooke, Jackie Clark (Secretary), Nora Duckett, John Mealing, Diane Smith (Chair)

1. **APOLOGIES:** Andy Barton, Patrick Garland, Malcolm Todd.
2. **MINUTES OF LAST MEETING:** The minutes of the meeting held on 16 March 2022 were agreed and signed as a true record.
3. **MATTERS ARISING:** there had been some confusion over our Village Hall donation to the Parish Council towards the purchase of a village marquee. Now that it is clear that our donation will be used for this purpose, Sue will forward a cheque for £500 to the Parish Clerk, stating that we need an acknowledgement for our audit trail. **Action Sue.**
4. **CO-OPTION OF NEW COMMITTEE MEMBER:** Diane welcomed Nora to the meeting. There was a short discussion about the role of our committee and then Nora was unanimously co-opted to join the committee. Nora will let Jackie have her contact details (phone and email) for inclusion on the village website. **Action Nora.**
5. **TREASURER'S REPORT:** Our current bank balance stands at £14,447, petty cash at £15, giving a total of £14,462. Sue explained that this healthy total reflects the prudent use of our funds, which were increased by a £10,000 government grant to village halls during the period of Covid lockdown. The main items of expenditure over the last quarter were £402 for cleaning and £221 for electricity. Sue noted that our credit balance with British Gas is worked through, so costs are now being incurred. Our insurance renewal, due in September, is likely to be in excess of £1,000. Our income of £353 has been from hire of the hall: there have been several birthday parties, a Sportif cycling hire and the regular hire by the Scouts and FADS. Sue will check with FADS about their continued booking. **Action Sue.** It was pleasing to note that coffee mornings are attracting some new people and that £99 has been raised in April and May. With regard to bookings, John Brooke noted that there have been enquiries for hall hire from Judo and Yoga organisations, but these have not been consolidated. Sue has registered an interest in the newly announced Platinum Jubilee grant scheme for village halls.
6. **INTERNET UPDATE:** there was some discussion about the Parish Council's (KPC) request for Wi-Fi connectivity in the Village Hall. There has been conflicting advice as to whether this is possible and varying opinions about whether it is necessary. It is understood that KPC has this as an agenda item for their July meeting. It was agreed that we will ask KPC to send us a written proposal and invite a representative to our next meeting. We will ask for a clear outline of their proposal, including costs and whether KPC will be able to fund this venture, noting that there will be an ongoing monthly cost. Jackie will contact the Parish Clerk and Chairman. **Action Jackie.**
7. **EVENTS/FUNDRAISING:** a) **Platinum Jubilee Celebration:** all were in agreement that this was most successful and enjoyable. The events planned for the Thursday included children's games, a BBQ, a pudding tent, a bar run by The Chequers, music by The Kettleleles and culminating in the beacon lighting, prepared and lit by the Scouts. On Friday the well attended monthly coffee morning was held

on the Green. The two marquees were left in place for the Sunday picnic. This event was preceded by a celebration service in St Andrew's church and the dedication of the 'Green Canopy' oak tree which had been planted on the Village Green in the spring. Jackie will write a letter of thanks to KPC for their splendid efforts in organising such a well planned village event. **Action Jackie.** To confirm the storage of the village marquees: one is stored at Church Farm; there are plans to store the recently purchased marquee at Brunswick Farm, but it was suggested that The Barn (adjacent to the Village Green) might be more suitable. However, this is a matter for the Parish Council to decide.

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.** Other ideas for fundraising include a Table-Top Sale, a Beetle Drive and Bingo.

8. RECORD OF INSPECTIONS AND TESTS REVIEW: John reported that the monthly tests are complete and up to date. The Flameskill fire extinguisher certificate is posted on the lobby notice board. Sue requested that PAT testing should be carried out before the end of July, for insurance purposes. John will liaise with Andy. **Action John M/Andy.** Other items requiring attention include: a new clock battery, the clearing of gutters, weeds by the front door. Diane added that her husband Trevor would be pleased to help with this last task.

9. AOB:

- Sue will arrange a further signatory for cheques which is now required. She will also update the Charity Commission with details of our new committee member and is planning to set up a BACs transfer facility with Barclays bank. **Action Sue.**
- Joan mentioned the generous gift of a coffee machine for the Village Hall from Roger and Jacqui Clarke. Jackie will write a letter of thanks. **Action Jackie.**
- The list of keyholders was checked. Jackie will ask Tim chase for the return of his key. **Action Jackie.**

10. DATE OF NEXT MEETING: Wednesday 14 September 2022

The meeting closed at 9.05pm