

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 18 January 2023 at 7.30pm in the Village Hall

Present: Andy Barton, John Brooke (Bookings), Sue Brooks (Treasurer), Jackie Clark (Secretary), Peter Dring, Patrick Garland, John Mealing, Diane Smith (Chair), Malcolm Todd.

1. **APOLOGIES:** Joan Cook, Nora Duckett, John Mealing.
2. **MINUTES OF LAST MEETING:** The minutes of the meeting held on 16 November 2022 were agreed and signed as a true record.
3. **MATTERS ARISING:** There were none.
4. **TREASURER'S REPORT:** Sue reported that there has been little change in our accounts since the November meeting. The Annual Accounts are in preparation, and will be audited ready for our Annual General Meeting in March. There is an estimated loss of £2000 over 2022. Sue has completed a review document from Barclays Bank and is awaiting confirmation that the details are acceptable. Central Government recently announced a Platinum Jubilee Grant Fund for Village Halls. Upon investigation it was found to be for 20% of eligible project costs, starting from £7,500. This would give a minimum total for any project of £37,500, and it was agreed that this is not within our budget. Diane thanked Sue for her report.
5. **HALL HEATING:** Andy has investigated the heaters on offer locally. He reported that they are 5 -6 years old, of good quality, with a facility for time setting on a 7-day programme. However they are intended for domestic use and designed for background heat. He summarised that there is no obvious solution to our heating requirements, short of intensive insulation and possibly lowering the ceiling height to prevent heat escaping upwards. It was agreed that we would decline the offer, explaining that on investigation the heaters are not adequate for our needs. We will defer the matter of hall heating, bearing in mind that we need to look at cost return for outlay. Diane thanked Andy and will contact Joan before a letter is drafted to explain our circumstances. **Action Diane.**
6. **SCOUT STORAGE:** a further request for storage had been received prior to our meeting. Scouts have requested permission to place two metal storage boxes outside the hall, of these dimensions: length 135cm, width 65cm. It was agreed that this was acceptable, with the following provisos:
 - With regard to their position, the area where the bins are stored is not suitable as the ground is not level there and also they would be in full view of passers by. A less conspicuous, and therefore more secure place would be between the two fire exits along the side wall towards the rear of the hall.
 - They will need to be placed with a 30cm gap behind to allow for our maintenance requirements of the hall wall.
 - We may ask Scouts to move them temporarily if we need to use the space for an event
 - The boxes and their contents would not be covered by our insurance.Jackie will reply to the Scouts with this information. **Action Jackie.**

7. STAGE SCENERY REMOVAL: Diane was still waiting for a reply from Chris Finbow with regard to the removal and storage of the stage flats. Andy offered to contact Mark Bailey who was also involved with the stage management at the panto. He will offer assistance from committee members for this task. **Action Andy.** It was noted that Scouts had also requested that the stage be removed to 'give more space in the hall'. However, the stage is not easily dismantled and there would not in fact be much extra space as the area is taken up with chair and table storage. Jackie will respond to the Scouts request. **Action Jackie.**

8. SECRETARY/NEW COMMITTEE MEMBER: Jackie confirmed that her last meeting acting as secretary will be the forthcoming AGM. Diane asked if any members had suggestions for a secretary/new member. Some names were suggested and Diane will make contact with them. **Action Diane.**

9. EVENTS/FUNDRAISING: Joan has organised a **Curry Night** for 21 January, with proceeds to be shared between the Village Hall, Village Green and the St Andrew's church. There was some discussion about how finances are sorted out when events are arranged with our three village organisations as recipients of proceeds. No conclusion was reached, and it was felt that this matter should be discussed with the Village Green and St Andrew's church.

Nora is still able to organise a **Bingo Night** in the spring. A date will be fixed at our next meeting. There are no confirmed plans in place for a village fete in 2023 yet. It was noted that Brandeston are planning an Open Gardens event on the weekend of 10/11 June.

10. RECORD OF INSPECTIONS AND TESTS REVIEW: John Mealing had indicated that the monthly tests are complete and up to date. Trevor Smith has repainted the area around the hatch, for which he was thanked.

11. AOB:

- John Brooke had received a questionnaire from East Suffolk concerning the hire of the hall for the forthcoming May elections. It was agreed that we should charge £250 for the hire from 6.30am – 10pm.
- Diane suggested a monthly rota be put in place for some committee members to check that the hall lights and appliances were switched off after a hire. Patrick, Diane, Peter and Malcolm offered their services.

10. DATE OF AGM and NEXT MEETING: Wednesday 15 March 2023 at 7pm

The meeting closed at 8.40pm