

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 15 March 2023 at 7.25pm (following the AGM) in the Village Hall

Present: John Brooke (Bookings), Sue Brooks (Treasurer), Jackie Clark (Minutes for this meeting), Peter Dring, Shelley Eaton (Secretary), Joan Mealing, John Mealing, Diane Smith (Chair), Simon Warriner.

Diane welcomed our two new committee members – Shelley Eaton and Simon Warriner, noting that we now have a full complement of members.

1. APOLOGIES: Andy Barton, Nora Duckett, Patrick Garland, Malcolm Todd.

2. MINUTES OF LAST MEETING: The minutes of the meeting held on 18 January 2023 were agreed and signed as a true record.

3. MATTERS ARISING:

- **Scouts storage boxes:** Scouts were happy with our response to allow storage boxes sited towards the rear of the hall. However, they do not at present have funding to finance their purchase. Scouts have confirmed that our offer for extra storage behind the stage would not be suitable for their requirements.
- **Stage scenery:** this has been removed and stored neatly in our shed. Thanks were expressed to Chris Finbow and helpers.
- **Curry Night:** Diane thanked Joan and her helpers for an excellent evening.
- **Bingo Night:** there has been no further progress in arranging this event. John M. is hoping to source some of the equipment needed. **Action John M.**
- **Rota for checking lights etc:** monthly checks have been agreed as follows: March – Diane; April – John M; May – Malcolm. Patrick has also offered to make checks. A further suggestion was to include a check in the hall for any damage/maintenance requirements.
- John B noted that East Suffolk have been informed of a charge of £250 for the use of the hall for the May elections.

4. TREASURER'S REPORT: Sue reported that our current funds total £13,716. Income from hall hire for the first quarter was a healthy £760; proceeds shared with the Village Hall from the Curry Night were £229 and Coffee Morning income this year so far is £132. Sue's report is attached to these minutes.

5. SCOUTS UPDATE: There is still concern about lights and heating left on after Scout meetings. Diane summarised a series of correspondence with Angus Wheeler Rowe (Group Scout Leader) and Clare Catton (Group Chair). Planned meetings with them did not take place and there is still a need to clarify the hire conditions (Item 6 from Conditions of Hire: *All wall-heaters and lights are switched off and windows closed.* (NB on final exit from the hall, the outside lights can be controlled by a 12 minute timer switch which is situated in the main kitchen entrance – see instructions). Following a long discussion it was agreed that the best approach would be for Diane to make an informal visit to the hall towards the end of a Scouts' evening and talk through the procedure as outlined in the Hire Conditions. Simon will message Diane with their finish time **Action Simon, Diane**. John M. will also liaise with Scouts to carry out a further fire drill. **Action John M.** Sue's invoice to Scouts now includes a charge for heating as it is

evident that heat is being used. Simon suggested that a fail safe solution for the heaters would be to install a push button timer to allow one hour of heat. Andy will be asked for advice. **Action Andy**. Jackie will send John M. the current list of keyholders so that he can add names to the four keys held by Scouts **Action Jackie**.

6. CORRESPONDENCE:

- Jackie had received an updated Premises Licence from East Suffolk Council which is now laminated and fixed to the lobby notice board. John B, John M and Diane also have copies.
- Sue has received confirmation from East Suffolk Council that no rates are payable for the Village Hall.
- Diane noted that St Andrew's church will share proceeds from their planned Spring Quiz as follows: 50% to the church, 25% to the Village Hall, 25% to the Village Green

7. EVENTS/FUNDRAISING:

- **Coronation Event** – weekend of 6-8 May: no plans are fixed yet, but it is likely that there will be a social event on the Saturday evening and a Village Picnic on Sunday 7 May. As yet there is no funding available for the weekend.
- **Village Fete** – the date is confirmed for 10 June. Jim Duckham has kindly offered to co-ordinate this event.
- **Bingo night** – no further plans have been made.
- **Race Night** – this was suggested for the autumn.
- **Talk on Conservation and Farming** – Diane's son in law, Patrick Barker, has offered to give an illustrated talk on this subject. He would prefer to do this after October.
- **Village Social Evening**- following the very successful Curry Night, Joan is considering organising a further event with a Country & Western theme. She will make contact with the singer Leighton Page – AKA Man in the Hat, to confirm his availability before suggesting a date for this event.

8.RECORD OF INSPECTIONS AND TESTS REVIEW: John Mealing reported that the monthly tests are complete and up to date. He is making a start on the annual tests and will contact Andy regarding PAT testing which is due in June. The 5 year electrical test is due in 2025. The fire alarm will be tested in October. Patrick had cleared the gutters, for which he was thanked. Funding for some needed bracket fettling was agreed. **Action Patrick**. Diane reported that the broken lock on the cleaning cupboard in the Gents toilet has been repaired.

9. AOB:

- Joan has offered to replace the hall curtains **Action Joan**
- John B will change the key safe code **Action John B**
- a new clock battery is required
- It was noted that in 2024 Kettleburgh Village Hall will be 100 years old.
- Diane had received some early paperwork concerning the Village Hall from Bridgette Chase. She passed it to Jackie who will store it safely.
- Jackie will liaise with Shelley to hand over information and documents for her rôle as Secretary. **Action Jackie, Shelley**

10. DATE OF NEXT MEETING: Wednesday 10 May 2023 at 7.30pm

The meeting closed at 8.20pm

Treasurer's Report Quarter 1, 2023

Statement of Funds 15th March 2023

Current Bank Account	£13,710.33
Petty Cash	£5.21
Total	£13,715.54

MAIN ACTIVITY FOR THE QUARTER

Income

£760 hall hire, £229 curry night fundraiser, £132 coffee mornings