

## KETTLEBURGH VILLAGE HALL COMMITTEE

### Minutes of the Meeting held on Wednesday 12th July 2023 at 7.30pm in the Village Hall

Present: John Brooke, Sue Brooks (Treasurer), Jackie Clark, Peter Dring, Shelley Eaton (Secretary), Patrick Garland, John Mealing, Diane Smith (Chair), Simon Warriner.

#### 1. APOLOGIES:

Andy Barton, Joan Mealing.

#### 2. MINUTES OF LAST MEETING:

The minutes of the meeting held on 10 May 2023 were agreed and signed as a true record.

#### 3. MATTERS ARISING:

- The new curtains have been completed.

The committee universally agreed the new curtains were a huge improvement and considerably brightened up the hall. Diane noted there was a small amount of fabric leftover that may possibly be used to create table runners once checked for water fastness. Very many thanks to Joan M who organised and crafted the beautifully made curtains, assisted by Amanda.

**Action Shelley E** to send thanks to Joan.

#### 4. TREASURER'S REPORT:

Sue reported last Quarter funds total £12948.52. Totals for quarter upto 30/06/23;

- Income £488.55 – Hall Hire & coffee morning; (does not include any income from Bingo event, July)
- Expenses £1023.40 – Repairs & Maintenance (Electrical PAT, flameskill tests, and curtains)
- NB there will be a big expenditure in the next report as the Insurance is due during the next quarter – Sue will bring to the next meeting.

Sue's report is attached to these minutes.

#### 5. SCOUTS UPDATE:

- Diane received an email from Claire Catton (Group Chair) to advise that they would not be coming back to hire the hall in the Autumn. Diane sent an email to thank the Scout group for their clean up that had saved a lot of worry earlier in the year.  
(They are now 're-homed' in Earl Soham School but the group still wished to maintain an association with the village. it was noted to be mindful to extend invitations to the group as appropriate).

#### 6. REVIEW OF POLICIES:

- The Committee members reviewed the updated policy documents and thanked Patrick, John and all those who had contributed to the review of the documents. John M ran through the documents, followed by committee discussion to address a remaining few queries and seek clarity on a couple of points. The documents were felt to be complete once the final amendments were completed. These changes were delegated to John M.

**Action Shelley E** – to make the final amendments and send to John M for approval and ongoing checks as per the documents.

Other items discussed 'at this point:

- Clarity was sought regarding a water saver/hygiene flush for the Gents Loos – This is in place and is triggered by use of the water tap in the kitchen. (This should be included as a maintenance check point if not already detailed in maintenance reports)
- Table storage was discussed and it was agreed that checks should be made at the end of hire and or whenever a committee member was next in the storage shed/hall to ensure safe stacking and fixings.
- The retention of security deposits was discussed and agreed/confirmed that deposits are always taken for large parties. Some discretion may be applied dependent on the nature of smaller parties, dependent on perceived risk.

## **7. INSPECTIONS & TEST REPORTS:**

- John M reports that all usual checks are upto date. Flameskill and Andy B had completed the PAT and all annual testing that had been due; there are still a couple of years before the 5 year checks are due (2025); the First Aid checks are in hand and will be reported back to next meeting.
- Peter D has completed a roof inspection and reported that the roof was in good order. The committee thanks Peter for his work to produce this.

**ACTION Peter D** to forward a copy to Shelley (*Now filed with all other VH documents*)

**ACTION Shelley E** to forward a copy to Sue B for her files

- Vegetation had been noted on the corner of the flat roof. (This is from land adjacent)

**ACTION Patrick G** has agreed to undertake and at the same to also cut back the adjacent bamboo.

## **8. EVENTS/FUNDRAISING:**

- Bingo Evening – 24th June  
The evening was a successful and enjoyable fun evening. It appeared to appeal to a different group (to the curry night) bringing a wider audience of people to the hall. Approx. 35/38 people. The event generated £254.23 after expenses. The raffle was particularly profitable. Many thanks to all who helped and in particular Nora, and Malcolm who donated cards and balls. We now have a stash of beans and cheese (in the freezer)! It was felt it would be worth repeating the event as some expenses would not need to be repeated. It may be worth checking the dates of the Football club similar events so there is no conflict (usually held on the last Friday of every month)

- Strawberry Tea – 30<sup>th</sup> July

It was noted that the Village Strawberry tea date had been changed to the 30<sup>th</sup> July. Posters and leaflets have been widely distributed including a 'A' board on the green triangle roadside of the Village Hall; in the Co-Op in Framlingham and Wickham Market. It was agreed that a raffle prize would be provided by each of The Green (Fruit basket), The Church (Summer Drinks) and the Hall (Rose/similar Plant)

**Action Joan M** will report back to the next meeting.

- 'Man in the Hat' / Country & Western Evening

This is proving difficult to confirm and so it is likely to slide; although Diane mentioned she would try one more time to get in touch.

**ACTION Diane**

Ongoing:

- Annie (Threadkell) with her Organ – 7th October
- Talk on Conservation and Farming – End of October /Early November
- Diane's son in law, Patrick Barker, has offered to give an illustrated talk on this subject.

**ACTION Diane** to agree a date with Patrick Barker, subject to confirmation with John B.

- Christmas Fayre – 1st Weekend in December (2/3rd? tbc)
- Race Night -  
On hold at present as many other events underway
- Curry Night – 27th January 2024
- Mothers Day Afternoon Tea - 10th March 2024

NB There are more 'A' boards in the shed which we should aim to use for promotion of any similar events.

## 9. LOTTERY GRANT – Aims & Objectives

- Sue B has started the initial online application and research. She explained the process, date cycles etc:
- National Lottery Fund Awards4All provides funding opportunities that bring people together, improves community places and spaces.
- There is a 16-week lead in before any works can be started and invitations are open now for upto £10k with a future potential opening of up to £20k (in Autumn).
- We need to supply 2 contact people (main) Sue B and (senior) Diane S. Given the timescales open to us we need to push on with quotes/outline estimates to enable Sue to pull together texts and information required. (Whilst, for the purposes of submission of funding bid, we need only a preliminary quote, Patrick noted that as a Charity we will need to secure 3 quotes for any subsequent expenditure). It may be worth talking to Marlesford VH who have recently been successful with a Renewal Energy Project.

**ACTION ALL/anyone** Urgent work needed to try and take advantage of the current opportunities and so any help from committee members contacts would be appreciated please liaise with Sue B if you can assist.

- We need to make a case to meet criteria and so things such as 100 year old building anniversary next year; also things such as not fit for purpose; improvement to environmental impact; energy saving; attract new users; The fund will not fund general running costs and ongoing repairs & maintenance.
- Discussions ensued to achieved clarity of purpose. It was agreed to develop a working wish list of all items that would improve the facilities and meet the criteria set out in both existing and future funding packs; These were then prioritised in a list from most urgent/important, to items of interest that require more research have a longer timescale to manage/introduce which is also consider appropriate order/fabric and structural requirements of the building.
- Initial wish list, ranked in priority order:
  1. Heating & Lighting:
    - Infrared Heating (good energy conservation)
    - Modern /LED lighting
    - A new ring main
    - Reboard and insulate Loft (reduce heat loss)
    - Significant making good that will be required.

**ACTION Simon W** – to pull together general information and initial quote/guidelines

2. Double glazing 1
  - Replace windows and doors in the entranceway/porch
  - Important that aesthetics as well as cost is consider in any quotes/work done particularly in light of preservation of what is a 100 year old building as at next year.
  - Important check we will need FENSA installation registration.
  - Replacement of the remaining windows in the jmain hall and kitchen
  - Replace the Original Date lettering that were lost in redecoration over the years

**ACTION Diane S** – will pull together general information and initial quote/guidelines

When the front glazing panels and doors are replaced we should also reinstall the Original Date lettering that were lost in redecoration over the years

**ACTION TBA**– to be included in the costings of the painting /making good quotes

3. Broadband – community service given the poor signals locally – opening access for all /rural communities
4. New Stage – encourage greater community involvement/reinvigorate previous events/groups
5. Solar Panels – probably using a feeding tariff to accumulate funds to help offset future winter heating bills

This list to be added to/ updated on a rolling basis as opportunities /need arise.

#### 10. AOB:

- John M – we need to look again at the ceiling in the kitchen regarding flaking paint, probably caused by condensation. The problem is of particularly concern in the corner adjacent/above the hot water boiler and hot plate use. A working party will be created to make good and

consider the most appropriate paint to be used to improve protection against water/condensation/mold.

**ACTION John M and Patrick G**

- Shelley E – mentioned her neighbour Lou Clarke has offered information regarding Village Hall history in relation to her Great/grandfather who was instrumental in the early provision of land and building of the Hall. Shelley to speak further with Lou.

**ACTION Shelley**

**10. DATE OF NEXT MEETING:** Wednesday 13<sup>th</sup> September 2023 at 7.30pm

The meeting closed at 8.25pm.

**Treasurer's Report Quarter 2, 2023**

**Statement of Funds 30<sup>th</sup> June 2023**

<b>Current Bank Account</b>	<b>£12948.52</b>
<b>Petty Cash</b>	<b>£5.21</b>
<b>Total</b>	<b>£12953.73</b>

**Totals for Quarter 2 – April 1<sup>st</sup> – June 30<sup>th</sup>**

<b>Income</b>	<b>488.55</b>
<b>Expenses</b>	<b>1023.40</b>