

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 3 November 2021 at 7.30pm in the Village Hall

Present: Sue Brooks, Jackie Clark (Secretary), Peter Dring, John Mealing, Diane Smith (Chair), Malcolm Todd.

1. **APOLOGIES:** Andy Barton, John Brooke, Joan Cook, Patrick Garland, Graham Mooney.
2. **MINUTES OF LAST MEETING:** The minutes of the meeting held on 14 July were agreed and signed as a true record.
3. **MATTERS ARISING:** the low barrier that Scout leaders requested to erect is not yet in place.
4. **CAR PARK AREA LICENCE:** all present were happy with the wording of the revised licence. Diane proposed, John seconded and all agreed that it should be signed. Jackie will send the signed copy to Simon and request a copy for our records. **ACTION JACKIE.** Sue will liaise with Simon over the payment of the peppercorn rent. **ACTION SUE.**
5. **COVID-19 RISK ASSESSMENT UPDATE:** John will laminate the document and place it in the entrance hall with the hire agreement. He will also speak to John Brooke about displaying our latest general Risk Assessment. **ACTION JOHN**
6. **TREASURER'S REPORT:** (attached to these minutes) Current funds total £14,629. Income from Scouts booking is £280; expenditure for annual insurance is £1,084.74.
Sue reported in detail the background to our latest insurance and electricity contracts and payments:
Insurance: We are currently in a 3-year loyalty contract with Aviva via our broker Allied Westminster. During the pandemic I have been in regular contact to keep them informed of when we are opening, to confirm our security checks and also to let them know progress on the building of the shed. We received a renewal quote of £1,084.74 for the year starting from September 27th 2021. This is a small increase of £70 and it now includes cover of the shed as well.
As this was a satisfactory quote, I agreed with Diane that we should renew and I have now put the new certificate up in the hall.
Electricity: Our existing annual contract with British Gas expires in November. The energy market is in a chaotic situation and it is currently not an option to try and secure a cheap deal with a new entrant as many of these suppliers are in financial trouble and no longer quoting for new business.
An increasing number are in the process of exiting the market and transferring their customers to the larger "suppliers of last resort" which includes British Gas.
These new customers are currently being quoted price increases of around 60% from rates of 2 years ago. As an existing customer of British Gas we have been offered a renewed annual contract for our Electricity at a rate of 37% higher than 2 years ago. (To illustrate, this would equate to incurring costs of £850 versus £621 based on similar anticipated consumption.) I reference 2 years ago because last year was very unusual and any costs we incurred were covered by a credit we had built up. Indeed we still have a credit of £114 from British Gas which will help to offset some of the percentage rise we will experience in the coming year.

Having discussed this situation with Diane we agreed to accept the 1 year electricity contract to ensure we retain stability of supply to the hall at a relatively competitive price, given the market conditions, and protect us against further inflationary rises. We will also ensure we receive the credit due.

Sue also suggested that we should reconsider the amount charged to the Parish Council for their meetings, which was set many years ago at £11, with no additional charge for heating. It was agreed that a more realistic charge would be the Parish rate of £7.50 per hour with an additional charge for heating in the winter months. Sue will contact the Parish Clerk. **ACTION SUE**. Finally Sue recapped on the hire agreement made with Deben Valley Scouts – this is currently £35 per Monday evening session, with an extra £10 to cover heating costs during the winter months. Diane thanked Sue for her detailed report.

7. CHURCH FARM INVENTORY: Graham had reported that John Bater wishes to make the inventory of fete/village hall items himself. This item is deferred to our next meeting when it is hoped to make decisions about what equipment we should keep and where it should be stored.

8. EVENTS AND FUNDRAISING: i) Christmas Tree – Diane will order a tree of a similar size to last year, to be erected on Saturday 4 December. Patrick is happy to provide power as in previous years. ii) Platinum Jubilee – suggestions put forward by the Parish Council include a Sunday village picnic on the Green and a ‘Jubilee’ Fete on the following weekend, with The Kettleleles providing evening entertainment. Once The Chequers has reopened, it is hoped that a fete can be held in the garden of the pub, but there is no one at present to organise or take this project forward. John Brooke has been asked to keep the hall free of private bookings for the Jubilee weekend. Sue suggested that Kettleburgh residents should be invited to discuss plans for celebrating the Jubilee. iii) John reported that Alister Gourlay from Cretingham would be willing to lend ‘Race Night’ equipment to us for a fundraising event.

9. RECORD OF INSPECTIONS AND TESTS REVIEW: John reported that the monthly tests are complete and up to date. He added:

- A new water heater has been bought and fitted. The faulty element in the plate-warming cupboard has been replaced. Both items are now usable. The total cost was around £200 which included £25 labour for each item.
- Flameskill has carried out a 6 month Fire alarm system Inspection and Service and informed us the system is over 10 years old. They recommend we look at upgrading subject to FR12. A new sounder was also fitted. It was agreed that we now revert to an annual check from 2022.
- External lighting on the hall has been checked and is in working order - the switch for this is on wall inside kitchen.
- Thanks were expressed to Patrick for checking the ceiling light which was malfunctioning and for putting a new battery in the clock.
- On 1st November a full fire drill was carried out successfully with the three sections of the Scouts.

The recent rainfall has highlighted that the hall gutters need checking and this will be carried out in due course.

Diane thanked John for his report and for all the work involved.

10. AOB:

- Diane asked if there was any news about the panto. Sue will talk to Kathy **ACTION SUE**

- John will bring the fabric-covered chairs from the shed and place the plastic chairs there.
ACTION JOHN
- John suggested obtaining a solar powered motion detector (at around £20) to act as a light over the key safe, making it easier to use in the dark. **ACTION JOHN**
- Diane suggested that for a small charge we could make the village hall toilets available to St Andrew's church for those attending funerals and weddings. Jackie will communicate this offer.
ACTION JACKIE
- The coffee mornings have recommenced, with thanks to Persephone, Rob and Joan.

11. DATE OF NEXT MEETING: Wednesday 26 January 2022

The meeting closed at 8.50pm

Treasurers Report Quarter 3 2021

Statement of Funds 30/9/2021

Current Bank Account	£14,570.53
Petty Cash	£58.26
Total	£14,628.79

MAIN ACTIVITY FOR THE QUARTER

Income - Deben Valley Scouts hall bookings £280

Expenditure - Insurance £1,084.74