

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 27 January 2021 at 7.30pm, by Zoom

Present: John Brooke, Sue Brooks (Treasurer), Jackie Clark (Secretary), Joan Cook, Peter Dring, Patrick Garland, John Mealing, Graham Mooney, Diane Smith (Chair)

Due to the Coronavirus pandemic, Kettleburgh Village Hall has been closed from mid March 2020. This meeting was held by Zoom videoconference.

1. APOLOGIES: Chris Finbow

2. MINUTES OF LAST MEETING: The minutes of the meeting held on 11 November were agreed and will be signed as a true record.

3. MATTERS ARISING: there were none

4. TREASURER'S REPORT: Total funds at the end of 2020 were £15,797. The recently constructed storage shed expenses total £7,772.80 to date – there will be some additional expense for the electrics installation. Village Hall electricity payments for 2020 were based on estimates: following Sue's end of year meter reading, we now have a credit of £252.21 on our account. Pat Peck organised a Christmas raffle and raised £334.50 for village hall funds. Jackie will write a letter of thanks. **ACTION JACKIE.** The report is attached to these minutes.

5. COMMITTEE MEMBERSHIP: As Zoe will soon be leaving Kettleburgh, we need to look for another committee member. Graham will ask Andy Barton if he would like to join our committee. **ACTION GRAHAM.**

6. STORAGE SHED: The storage shed is complete apart from installation of electricity. Jackie will contact Aaron Nobbs to ask for a quote to connect power to the shed, install a fluorescent light and a double power point. Patrick pointed out that Aaron should be made aware that we intend to line the shed at some point in the future. **ACTION JACKIE.** There are three shed keys: Diane has one and the other two are in the drawer in the kitchen.

7. REPAIR AND MAINTENANCE REPORT: Patrick has turned the water off. The tables and chairs borrowed over the Christmas period by Richard Baker and Deborah Bell have been returned and placed in the centre of the hall.

8. HALL REOPENING: The sub-committee did not meet in early January, as we are no further forward with re-opening. The first possible booking is for elections in May. If the elections take place we will liaise with East Suffolk to ensure safe procedures are in place. John has agreed a £200 booking fee for the election hire.

9. CORRESPONDENCE: there was none

10. RECORD OF INSPECTIONS AND TESTS: Due to pressure of work (with the Environment Agency) Chris Finbow has asked to take a back seat on the committee for the next few months. John Mealing agreed to take on the role of checking and recording previously carried out by Chris. **ACTION JOHN M.**

11. ANY OTHER BUSINESS:

- Jim Duckham, the Parish Council chairman, has made Diane aware of the code for the village defibrillator situated in the porch of the Village Hall. It is **C538**. Jim is looking for ten volunteers from the village to act as defibrillator transporters, in a situation where help is needed.
- Pat Peck remains in Ipswich hospital undergoing tests. John and Joan will send a Get Well card on behalf of the Village Hall committee. **ACTION JOHN & JOAN.**

12. DATE OF NEXT MEETING: The AGM will be held on 19 May.

The meeting closed at 8.05pm

Treasurer's Report Quarter 4, 2020

Statement of Funds 31/12/20

Current Bank Account	£15,752.05
Petty Cash	£44.83
Total	£15,796.88

MAIN ACTIVITY FOR THE QUARTER

Expenses

£7,772.80 shed expenses (base £1900, Elite sheds £5872.80)

Electricity useage - year end reconciliation based on actual Dec meter read results in a credit of £252.21 for 2021

Income of £334.50 from Pat Peck Xmas fundraiser will appear in 2021 account.