

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Tuesday 15 July 2020 at 7:30pm, held by Zoom

Present: John Brooke, Sue Brooks (Treasurer), Jackie Clark (Secretary), Peter Dring, Chris Finbow, Patrick Garland, Graham Mooney, Zoe Reeve-Jones, Diane Smith (Chair)

Due to the Coronavirus pandemic, Kettleburgh Village Hall has been closed from mid March. Government guidelines have permitted the re-opening of village halls from 4 July, but in common with many others, our hall is not yet open. This meeting was held by Zoom videoconference.

1. APOLOGIES: Tim Chase, Joan Cook.

2. MINUTES OF LAST MEETING: The minutes of the meeting held on 7 January were agreed and will be signed as a true record.

3. MATTERS ARISING: there were none.

4. REOPENING OF HALL AFTER EASING OF COVID-19 LOCKDOWN RESTRICTIONS: A set of guidance notes from Community Action Suffolk (CAS) were circulated to all Committee members before this meeting. Diane made a summary of the actions that would be necessary before we could consider opening the hall to hirers. These would be addressed by the completion of a Covid-19 risk assessment and include such measures as – provision of hand sanitiser; notices about social distancing; an enhanced cleaning routine; the removal of paper notices, books, soft furnishings; a cleaning log. John Brooke reported that none of our regular hirers were ready to return to the hall in the near future. It was therefore agreed that a decision on when to re-open would not be made before September. In the meantime, Patrick will remove the 'lending library' from the lobby **ACTION Patrick.** Sue will inform our insurers that the hall will remain closed after 1 September, the date by which the waiver on unoccupancy restrictions needs to be renewed. **ACTION Sue.** To comply with this waiver, Patrick offered to make and record weekly safety checks on the hall. **ACTION Patrick.** With regard to the enhanced cleaning that will be necessary between hirers, it was agreed that this must be the responsibility of the Management Committee rather than individual hirers. Whilst Pat Peck, our present cleaner, maintains the hall to a high standard of cleanliness, as she is of a vulnerable age, we have a duty of care to protect her. Sue wondered if there are any cleaning businesses that could be approached to tackle deep cleansing. Jackie will make enquiries with CAS. **ACTION Jackie.** We may need to consider an increase in hire charges to cover extra costs. Diane asked Jackie to contact the Parish Council chairman, requesting that the filing cabinet be removed from the disabled toilet. **ACTION Jackie.**

5. REVIEW OF HEALTH AND SAFETY POLICY AND RISK ASSESSMENT: Diane thanked John for his work updating this document. She noted that lighting for the car park could be addressed once the storage shed is in place. It was agreed that our general hall risk assessment should be kept separate from the Covid-19 risk assessment, when completed.

6. TREASURER'S REPORT: The audited Annual Accounts are attached to these minutes and were circulated to the committee before the meeting. They were accepted by the committee and will be sent to the Charity Commission. Total funds at present are £26,000. This sum includes the £10,000 grant given to village halls to compensate for loss of income during the pandemic and £6000 earmarked for the storage shed project. Recent expenditure includes £678 for the 5 year electrics testing and associated remedial work and a cheque for £80 was given to Pat Peck in recognition of loss of earnings for cleaning during the extended closure of the hall.

7. CORRESPONDENCE: Roger Hyde Flooring, who sanded and sealed the hall floor in 2008, enquired at the beginning of 2020 whether the floor was in need of their inspection, or required any maintenance. We agreed that as the floor was renovated three years ago by Roger Hyde Flooring and is at present in sound condition, no further action needs to be taken. Jackie will respond to the email. **ACTION Jackie.**

8. REPAIR AND MAINTENANCE REPORT:

a) Internal decoration of the hall – Diane has received a quote from Gary Meadows, which she will acknowledge, but it was decided to delay any action on this matter for the time being. **ACTION Diane.** **b) Storage shed** – Diane was pleased to report from Tim that Robert Last will begin work on the shed base in the week beginning 27 July 2020. She will ask Tim to obtain costings before the work commences. **ACTION Diane.** Robert Last will need access to the hall for the electrics connections. Sue will inform our insurers that work is about to take place **ACTION Sue.**

9. RECORD OF INSPECTIONS AND TESTS: Now that the 5-year electrics testing, associated remedial work and PAT testing has been completed by Aaron Nobbs, Chris will make his inspection and update the records this month. He will also check paperwork to ascertain whether the fire alarm needs testing, and take action if needed **ACTION Chris.**

10. ANY OTHER BUSINESS:

- As we were unable to hold our AGM in March, it was agreed we will hold it before our next committee meeting, by Zoom
- Diane added that as Graham, John Bater and Zoe will shortly be leaving the committee, we should consider finding new committee members.

10. DATE OF AGM and NEXT MEETING: Wednesday 9 September, by Zoom – Jackie will advertise the AGM at the beginning of August.

The meeting closed at 8.30pm

KETTLEBURGH VILLAGE HALL ACCOUNTS
YEAR ENDED 31 DECEMBER 2019

Charity No: 1156749

<u>Income</u>	<u>2019</u>	<u>2018</u>
Hire charges	3126.00	1905.00
Fete	2340.66	3657.70
Less extra expenses	0.00	0.00
Less PCC s 1/2 share	-1170.33	-1828.85
	1170.33	1828.85
Donations	0.00	0.00
Fund Raising events	540.50	0.00
Keep Fit	1470.00	1210.00
Coffee Mornings	420.11	367.10
Grant	3580.00	4500.00
Pantomime Income	2109.65	2262.48
Interest	0.00	3.17
	12416.59	12076.60
<u>Expenses</u>		
Water & Sewer	408.58	347.19
Electricity	548.12	326.41
Caretaker & Cleaner	166.07	151.14
Insurance	996.00	963.92
Licences	124.80	121.20
Miscellaneous	0.00	64.49
Keep Fit trainer	1010.00	1260.00
Fund raising expenses	21.00	0.00
Panto expenses	688.90	1740.26
Shed	259.00	
Reps/Maintenance		
Toilets refurb	0.00	6589.05
General R&M	1365.40	890.62
	-5587.87	-12454.28
Profit/Loss for year	<u>6828.72</u>	<u>-377.68</u>

STATEMENT OF FUNDS

Petty Cash	58.26	59.20
Bank cu ac	16255.93	9426.27
	<u>16314.19</u>	<u>9485.47</u>
Movement in funds	<u>6828.72</u>	<u>-377.68</u>

NOTE: Grant of £3000 for funding 50% of shed, held in bank account.

5.2.20

Treasurer: Susan E Brooks