

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 11 November 2020 at 7.30pm, by Zoom

Present: John Brooke, Sue Brooks (Treasurer), Jackie Clark (Secretary), Joan Cook, Peter Dring, Patrick Garland, John Mealing, 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: there were none

2. CO-OPTION OF NEW COMMITTEE MEMBER: this item was postponed, as Simon was not present.

3. MINUTES OF LAST MEETING: The minutes of the meeting held on 9 September were agreed and will be signed as a true record. The minutes of the sub-committee called to discuss the reopening of the hall were also agreed.

4. MATTERS ARISING: Christmas tree. – Diane will contact Tim Bater and arrange for a tree of around 7ft in height to be delivered to the Village Hall in time for erection on Saturday 5 December. She will ask John Bater if he has the stand. Patrick will once again supply electricity. John Brooke, Patrick and Trevor Smith will erect the tree. **ACTION DIANE**

5. TREASURER'S REPORT: Our current account balance stands at £22,031. This total includes the £10,000 Covid grant from East Suffolk and £3,000 from the Enabling Communities Fund towards the cost of the storage shed. Recent expenditure includes £52.50 to Flameskill and £270 for electricity and water bills, both of which were estimates. Sue has renewed our electricity contract with British Gas who continue to offer a most competitive rate. Income of £314 was from Bolton Bros. - a recycling credit for the bottle bank. This money had been sent to the Parish Council, who kindly forwarded it to us. Sue has made contact with Bolton Bros. and they will in future make their payments to the Village Hall account. Sue will check that she has acknowledged the cheque from the Parish Council. **ACTION SUE.** The Village Hall continues to benefit from Discretionary Rate Relief – our 0% rate will now continue until March 2022.

6. STORAGE SHED: Diane has secured a contractor – Elite Building Projects Ltd. The committee has accepted their quote (attached to these minutes) to erect a shed on the concrete base at a cost of £4894 plus VAT. Providing they are able to obtain materials, the work is due to be completed by the end of November. The contractors have asked that the hall toilets are made available to them. This was agreed and we have noted that they will clean the area once they have finished work. Diane will provide them with a key. Sue has informed our insurers about the project and has answered their questions relating to the cost, duration of

work and whether the contractors have their own insurance. Once the shed is completed, we will publicise our receipt of the grant from Maurice Cook's Enabling Communities budget. Thanks were expressed to Diane for her tenacity in leading this project.

7. REPAIR AND MAINTENANCE REPORT: The water will be turned off once the shed project is complete and the contractors have left the site.

8. HALL REOPENING: Following the sub-committee meeting on 21 October, Patrick has obtained tape for marking out the hall and sanitising equipment; Sue has laminated and displayed new insurance and fire test certificates; John Brooke has produced a risk assessment for hirers - it was pointed out that it would be the responsibility of hirers to keep a record of who attends. It was noted at the sub-committee meeting that there are no plans to open the hall until at least the beginning of 2021.

9. CORRESPONDENCE: Diane had received a reply from John and Anne Bater following our letter of thanks to them after John resigned from the committee.

10. RECORD OF INSPECTIONS AND TESTS: No report as Chris was not present. Jackie will contact Chris for an update. **ACTION JACKIE**

11. ANY OTHER BUSINESS: Sue queried who is actually on the committee now. Jackie will contact Simon Rainger to enquire whether he does wish to join. Once Diane is able to confirm the list of committee members, Sue will update the Charity Commission. **ACTION JACKIE, DIANE, SUE**

12. DATE OF NEXT MEETING: Wednesday 27 January 2021; sub-committee to meet on Wednesday 13 January 2021.

The meeting closed at 8.05pm



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Mrs D Smith
Kettleburgh Village Hall Committee
The Street
Kettleburgh
IP13 7JZ

our ref LBP JW 201116

22 October 2020

Dear Mrs Smith

Timber framed Store as Drawing LDA-KVH-12B

We thank you for your enquiry on the above and following our meeting at the site now have pleasure in submitting our quotations as below for consideration:

Option 2 – Construct New Timber Framed Storage Building on existing base and brick plinth

Provide labour, plant, and materials to construct storage building comprising of

50 x 100 treated timber framed walls resin fixed to brick plinth with timber cross bracing, breather membrane and ex 32 x 175 black weather boarding.
Double door frame with pair of framed, ledged and braced vertically boarded doors complete 100mm hinges, barrel bolts, mortice lock and handles
1No. fixed light upvc window

Trussed roof structure with black corrugated profile roof sheets similar to village hall complete with ridge and trims

Black roof line (fascia boards only) with open eaves

Rainwater goods, black half round gutter and down pipes connected to existing drainage

For the sum of (Four Thousand Eight Hundred & Ninety-Four Pounds) £ 4,894.00 excluding VAT

We have assumed free access and use of the welfare facilities at the hall such as the toilet at this stage.

The above sums exclude VAT and are based on normal working hours (Monday to Friday between 7.30am and 4.30pm) and shall remain open for acceptance within 60days thereafter may be subject to revision.

Payment is due on completion and within 14days of invoice.

We trust your requirements have been interpreted correctly and look forward to being of further assistance.

Yours sincerely

Jonathan Whiting

Treasurer's Report Quarter 4, 2020

Statement of Financial Position November 1st 2020

Current Bank Account	£21,976.84
Petty Cash	£54.36
Total	£22,031.20

MAIN ACTIVITY FOR THE QUARTER

Expenses

Flameskill £52.20, Utilities £270 (estimated bills)

Income

Recycling credit £313.58