

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 4 September 2024 at 7.30pm

Present: Andy Barton, John Brooke, Jackie Clark (minutes), Peter Dring, Nora Duckett, Patrick Garland, Joan Mealing, John Mealing (chair), Diane Smith.

1. APOLOGIES: Sue Brooks

2. MINUTES OF LAST MEETING:

The minutes of the meeting held on 19 June 2024 were agreed and signed as a true record.

3. MATTERS ARISING: John M has not yet been able to make contact with Simon Warriner to confirm whether he wishes to remain on the committee.

4. TREASURER'S REPORT: Sue provided the following report which was read out by the chairman -

Bank Account Status as of 30th August, 2024

We have a Current Bank Account balance of £26,041

Of this we have £12,963 in unrestricted funds.

Income from hall bookings, the coffee mornings and soup lunches make up the majority of income and are covering our cleaning, electricity and repair expenses.

£13,078 is for restricted funds which are being spent as follows:

1. The National Lottery has awarded us a £16,000 grant for our Energy Conservation & Renovation Project.

We have committed to spend £11,412 with Homestyle for replacement windows and doors. To date we have paid a deposit of £3,422 leaving a balance of £7,990 which will be paid following the installation which is scheduled for 30th Sept – 3rd October.

This leaves us with £4,588 to cover new drainage & roof void insulation. We are awaiting estimates for these and if there is any budget remaining it could go towards redecoration of the hall.

2. East Suffolk 'Enabling Communities Fund' has given us a grant of £500 for our Centenary Celebrations which will take place on October 26th.

Plans are in progress for a 'free lunch' and exhibition for residents.

Insurance

Our Insurance policy with Zurich is due for renewal on September 28th. The renewal quote is £492.72. Although this is about a 20% increase on last year (which seems to be a standard insurance increase), it is still extremely competitive so I would like to recommend that we renew with Zurich Insurance. All committee members were in agreement. John M. will inform Sue. **Action John M.**

Non - Domestic Rates

Following my application for Non Domestic Rate Relief, East Suffolk Council has contacted me to say we have been successful and the hall will be granted rate relief until March 2025.

5. KVH REFURBISHMENT PROJECT UPDATE:

- Diane reported that 'Homestyle' will start work to replace **windows** and **doors** on Monday 30th September, with work completed by Thursday 3rd October. Patrick offered to be available to open the hall on the Monday. Diane will ask Sue if she can be present on the Thursday to collect paperwork and check on completion. She will also provide 'Homestyle' with Patrick's contact

details. **Action Diane.** Andy will remove the Emergency Exit sign in the porch before this work commences. **Action Andy.**

- Patrick and Andy have checked the **rainwater drains** around the hall. Most are clear and flowing freely into the ditch. However, for the drains off the new shed roof and the Eastern aspect of the flat roof, water does not drain away when a hose was run into the trap adjacent to the shed/kitchen backdoor. There is a drain into the piped section of ditch which is presumed to take this drain and it is suggested that rodding is needed. It should be noted that when the ditch is running at full bore the drains may be ineffective. Patrick, Andy and Peter will attend to the rodding of the pipe. **Action Patrick, Andy, Peter.**
- It was agreed that any further planning for insulating the roof void, which Andy has determined is limited in size and only suitable for blown in insulation, should be deferred until after the winter, so that the efficiency of the double glazing can be ascertained.
- John M. has been looking for quotes for redecorating the hall. He will circulate details to committee members when he has completed his search.

6. CENTENARY CELEBRATIONS:

Joan reported back from the sub-committee meeting which was held to plan this event:

- a day time event is planned for 26th October, with a free lunch served between 12.30 and 2pm
- lunch will include pork pie, cheese and potato pie, various salads; trifle, jelly and blancmange, an apple desert; cheese and biscuits, soft drinks.
- the hall will be decorated with bunting and '100' decorated balloons.
- Heidi Finbow has been asked if she will produce a banner for the hall: *Kettleburgh Parish Room – 1924 – 2024.*
- Joan has designed a flier and asked Jim Duckham to print 100 copies to be distributed round the village.
- children will be encouraged to come in fancy dress – no judging but a small prize given to all.
- the stage will be set up as a 1924 living room. All were asked to look out for suitable items.
- background music from all the decades will be played.
- Patrick has been gathering information about the beginnings of Kettleburgh Parish Room, photographs and posters of past events, and has a local history project produced by a Kettleburgh 8 year old. He will liaise with Ed Jardine to produce posters for display. Jackie will print A4 posters of recent past events. **Action Patrick, Jackie.**

John M thanked the sub committee for their planning.

7. EVENTS/FUNDRAISING:

The following events in the Village Hall are planned:

20th October - Harvest Supper

26th October - Centenary Celebrations

8th November - Quiz Night

15th/22 November (date to be confirmed by Nora/Malcolm) - Bingo Night **Action Nora, Malcolm**

7th December Craft Fair, followed by Christmas Tree Lighting

John M provided some information about the Craft Fair. Julie Duckham is organising this event. So far she has 16 stalls booked in. Any profits will be shared between the three village charities.

There was some discussion about the Tree Lighting. It was agreed that an 8ft tree should once again be ordered. Patrick and John B would welcome help from Julie in decorating the tree, but it was felt that the

present lighting was sufficient. As in previous years, each committee member was requested to provide 6 mince pies. Joan and John M will provide mulled wine. Jackie will invite Rev. Ann Kember.

8. INSPECTIONS & TEST REPORTS:

John M. reported that all tests are up to date.

9. AOB:

- Andy suggested a fund raising idea – to provide refreshments for the Dunwich Dynamo riders, who pass through Kettleburgh very early in the morning on their way to Dunwich on a Saturday in early July. He will make some enquiries and report back. **Action Andy**
- John M reported that Kettleburgh Parish Council has been requested to ask villagers to consider whether there is a need for 'Warm Spaces' to be provided in winter months and also to consider using the Village Hall as a refuge during a flood.

10. DATE OF NEXT MEETING:

Wednesday 15th January 2025 *possible change of time to 7pm start – to be confirmed*

The meeting closed at 8.35pm.