

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 15 January 2025 at 7.30pm

Present: Andy Barton, John Brooke, Sue Brooks (treasurer), Jackie Clark (minutes), Patrick Garland, Joan Mealing, John Mealing (chair), Diane Smith, Malcolm Todd.
Jim Duckham was also in attendance.

1. APOLOGIES: Peter Dring, Nora Duckett, Shelley Eaton.

Simon Warrinor also sent apologies and at the same time resigned from the committee.

2. MINUTES OF LAST MEETING:

The minutes of the meeting held on 4 September 2024 were agreed and signed as a true record.

Minutes from the extra meeting held on 30 October will be amended and recirculated, then re-presented at our next meeting.

3. MATTERS ARISING: there were none.

4. WiFi in the VILLAGE HALL – presentation by Jim Duckham:

Previous to the meeting, Jim had provided information about the equipment he has used to enable WiFi in the Village Hall. He explained that the recent Christmas Craft Market benefited from this set up, and made it possible for stall holders to use card readers in place of cash.

The temporary system Jim used included a WiFi 4G router, together with an extension cable connected to an external aerial which will pick up a mobile signal. This equipment cost £103 in total, but did not include the ongoing cost of a Sim card. His proposal was to mount the aerial in a suitably elevated position at the apex of the Village Hall roof. The chairman opened the meeting for questions and comments:

- the committee would need to consider the typical needs of hirers regarding WiFi connectivity
- the monthly cost of a Sim card (between £6-10?) should be taken into account
- the Parish Council had previously expressed the need to examine online planning applications, but this system was unlikely to provide enough power – previous downloading of information would be necessary
- the system would be adequate for emails, phone calls, using card readers and is likely to be able to support around 30 devices, but would not support streaming or downloading films, etc.
- Jim would be willing to accept £80 for this equipment

The chairman thanked Jim, adding that the committee would consider this offer at a later stage of the meeting.

5. VILLAGE FETE 2025: As Jim had also requested time to speak on this matter, the chairman once again invited him to speak:

Jim noted that our last village Fete was held in 2019, adding that Covid and then both a lack of leadership and other summer events held in Kettleburgh had resulted in this gap of five years. He was happy to take a lead in organising an event to take place on 14 June, the second Saturday in June being our usual place in the local calendar. Whilst our fete had been held at The Chequers for many years, he was aware that the Village Green was now also a possible venue. There were pros and cons for both venues. He had been in contact with Beth, the landlady at The Chequers. She was enthusiastic about the proposal to hold the fete there. He had discussed drinks prices and the availability of food with her. He has also provisionally booked

'Back Porch' a popular blues band that has played at The Chequers and features a local resident as one of its members. He envisaged a start time of 12noon, running until 4pm. Profits from the fete would be shared between our three village charities – the Village Green, the Village Hall and St Andrew's church. Jim stressed that for the event to take place, help and preparations from a wide range of residents is vital. He welcomed assistance from committee members of all three village charities and other villagers.

Sue (as a previous lead in organising the event) provided some background:

- whilst being a community event, it had always been an important fundraiser for village charities.
- It was always recognised that both the advance selling of draw tickets and Kettleburgh's 'CowPat' ensured a significant cash flow before the day of the fete.
- Equipment for the variety of sideshows is now stored on a pallet in one of John Bater's barns at Church Farm.
- With the change of ownership of adjacent farmland, parking will now be an issue, whether the event takes place on the Village Green or at The Chequers.

John M thanked Jim for his time adding that we would discuss both matters at a later point in the agenda. Jim left the meeting.

6. TREASURER'S REPORT:

Bank Account Status as of 31st December, 2024. We have a Current Bank Account balance of £17,653.37

Of this we have £13,156.05 in unrestricted funds. Restricted funds balance to be spent in 2025 as follows:

1. In 2024, The National Lottery awarded us a £16,000 grant for our Energy Conservation & Renovation Project. We have installed new doors and windows and new lighting in the entrance area.

It has been agreed with the National Lottery that the balance of £4,389.78 will be spent on redecoration of the hall in the first quarter of 2025.

2. In 2024, East Suffolk 'Enabling Communities Fund' gave us a grant of £500 for our Centenary Celebrations which took place on October 26th.

There is a balance of £108.04 which will be spent in 2025 on framing the posters from the exhibition so they can be displayed in the hall.

Petty Cash: We have a small petty cash fund of £17.58

The final accounts for 2024 will be audited and presented at the March 2025 Village Hall AGM (date to be confirmed).

John M thanked Sue for her report and for all her efforts in obtaining grant funding.

7. KVH REFURBISHMENT PROJECT UPDATE - DECORATING:

Our contractor, Wayne Read, has completed paintwork in the lobby, gents toilet and kitchen. Due to the extremely cold weather, fan heaters were required to help dry the paint in the gents. Thanks go to Patrick and Roger Clarke for loaning. The ceiling in the kitchen required further work to obtain a smooth finish. The curtains have been removed and Mr Read has now started work in the hall, with pale cream paint for the walls and a bluish grey for the benches and hatch. Joan noted that the stage curtains required some repairs to the top binding. She will bring her sewing machine to the hall, but requested some help due to the heaviness of the material. **Action Joan, Jackie.**

John M is awaiting final costs from Mr Read.

8. EVENTS/FUNDRAISING:

Past events:

Wildlife Talk by Patrick Barker. This event, held in April, was extremely popular and attracted many people from outside the village. Over £400 was raised, with especial thanks to Diane for organising and to Patrick for sourcing some excellent draw prizes from local businesses.

Our **Centenary celebration**, held on 26th October, marked 100 years since the founding of our Village Hall. The event was made possible with a grant of £500 from East Suffolk 'Enabling Communities Fund'.

Before the day, the hall was prepared: new lettering over the porch entrance: 'KETTLEBURGH VILLAGE HALL, est. 1924' and a fabric banner: 'KETTLEBURGH PARISH ROOM - 1924 – 2024', fixed in place inside the hall, were both made by Heidi Finbow. The stage area was set as a typical 1920's room, using a panto scenery backdrop and items of furniture and appliances from that decade. Research into Village Hall and village history was presented in a series of posters, with thanks to Patrick for research and Ed Jardine for designing and facilitating the printing. Posters from past Village Hall events were also displayed.

On the day itself the hall was open from 12noon to 5pm. A free lunch, organised by Joan and helpers, was served to villagers, who were able to soak up the atmosphere of 100 years ago with music of the era and spend time reminiscing as they studied the posters and memorabilia on display. Thanks are due to all who helped to make this a memorable event.

Bingo Night, held in November was once again a successful event and raised £248 for Village Hall funds. Thanks to Malcolm and Nora for organising, hoping for a third session in the autumn months.

Christmas Tree Lighting took place on 7th December. Carols were sung indoors to avoid the cold, rainy evening. As usual, mince pies and mulled wine were served to villagers.

Future Events:

Curry Night: Joan reported that a date has been fixed for 1 March. Profits from this event will be shared between our three village charities.

Kettleburgh Fete: Following Jim's initial thoughts, other points were raised:

- Four hours is too long; the usual 4pm start (originally fixed to suit the arrival of the British Legion Band) was thought to be successful and should be retained.
- Hiring 'Back Porch' seemed to be an unnecessary expense, with other music sources available and the possibility that The Chequers would hire them for an evening event.
- Negotiations to provide cheaper beer and wine would actually detract from our fundraising capability.
- As a committee we should forward to Jim our suggestions for a successful fundraising and community event. It was agreed that the fete should be:
 1. at The Chequers
 2. a fun event
 3. run from 4-6pm
 4. have a BBQ
 5. comprise traditional (and new?) games and stalls
 6. focus on pre sales of draw tickets and Cowpat (or other fundraiser)
 7. encourage The Chequers to assist in these pre sales
 8. include a dog show
 9. not require cheaper drinks
 10. consider music that does not involve expenditure (e.g., Street Organ)

Regarding the success of events organised for fundraising, it was agreed that we need to improve our methods of advertising and marketing. Door to door leafleting has a limited effect and by its nature only reaches those who live in Kettleburgh. Online advertising and social media could be considered.

9. INSPECTIONS & TEST REPORTS:

John M reported that all tests were up to date at the end of December. Five year testing for hall electrical installations is due in 2025.

10. AOB:

John M opened a discussion on the committee's thoughts about WiFi. The following points were raised:

1. Since the removal of our village phone box, there has been no means of summoning emergency aid in the vicinity of the Village Hall. WiFi would solve this problem.
2. Would WiFi benefit the working of the defibrillator?
3. Patrick offered to consult Bayfields Digital for their advice. **Action Patrick.**
4. If Jim's system were to be installed, with its limited capacity we would not be able to market the Village Hall as WiFi enabled.
5. The suggested solution would be good for using phones and card readers.

No decisions were reached at this point, but the matter will be re-addressed at our next meeting.

- John M reported that our Parish Clerk has resigned and that there may be the need to store a filing cabinet of KPC documents. Our storage shed was suggested as a possible solution. It was felt that this would not be possible unless KPC provided insurance cover for their property.
- Andy noted that the Dunwich Dynamo is now organised by the Lions. He will make further enquiries about the possibility of providing refreshments for their July event. **Action Andy**
- Patrick will check the drains once the water levels are down. **Action Patrick.**
- John B has received a booking from Norfolk and Suffolk Walkers. As theirs is an overnight activity, they have queried whether a special licence is required for the hall. John suggested that it will be their responsibility to obtain one if it is found to be necessary.

11. DATE OF AGM and NEXT MEETING:

Wednesday 19th March 2025 at 7pm

The meeting closed at 9.20pm