

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 17 September 2025 at 7.30pm

Present: John Brooke, Sue Brooks, Jackie Clark (minutes), Peter Dring, Shelley Eaton, Patrick Garland, Joan Mealing, John Mealing (chair).

1. APOLOGIES: Andy Barton, Nora Duckett, Malcolm Todd.

2. MINUTES OF LAST MEETING:

The minutes of the meeting held on 11 June were agreed and signed as a true record.

3. MATTERS ARISING: there were none.

4. TREASURER'S REPORT:

Sue reported our financial status as of September 15th: Barclays Current Bank Account stands at £12,419. We have a small petty cash fund of £17.58.

Regarding Income, we increased the rates for hall hire from September:

Residents rates are now £10 per hour & £40 for the daily rate over 3 hours.

Non residents are £14 per hour and £55 for the daily rate over 3 hours. From October to March the added charge for heating remains at £4.50 per hour. Jackie will update these terms on the Village Hall page of the village website. **Action Jackie.**

Rob Booth's Salsa classes on a Monday evening have been a new hire during August & September and may continue. John B. will inform Rob of the new rate. **Action John B.**

The major expenditure for Quarter 3 has been the hall insurance. We have renewed with our current provider 'Zurich Charity Insurance' for a premium of £587.90, an increase of 19% on last year which appears to be standard for insurance currently and is still competitive for our needs. It was confirmed that estimated rebuilding costs should be submitted every five years.

We are now incurring a monthly charge of £23.80 for our broadband connection.

John thanked Sue for her report and for all her time involved. Sue reminded the meeting that she is acting as interim treasurer until a new one is found. *(see AOB for further comment)*

5. EVENTS/FUNDRAISING:

Bingo night: now set for 17 October. John B will ensure that the hall is booked. **Action John B.** Nora and Malcolm were unable to be present at the meeting, but had sent the following information and requests: Malcolm is checking with Roger Clark if he is willing and able to bake potatoes. If not we will need an alternative plan for food. John M. will email Nora to request clarity on the poster that the event is a fundraiser for the Village Hall and to alter the aspect ratio so that it will fit our display boards.

Action John M.

Committee members were requested to give their support by:

- Advertising the event. Sue offered to distribute flyers **Action Sue**
- Generating the donation of raffle prizes. **John M.** will ask the Chequers Inn if they would be willing once again to offer a meal voucher.

On the night we will need:

- On the door and raffle ticket sales **John M**
- In the kitchen, set up, serving and clearing etc **Joan**
- Calculating numbers and prize money

Christmas Tree Lighting: set for Friday 5 December, from 5.30pm with the tree lighting at 6pm. John and Joan will provide mulled wine. All committee members are requested to provide six mince pies. John M. will order an 8ft tree from Tim Bater, to be erected and decorated during the coffee morning on 5 December. **Action John M.** Jackie will ask Rev. Ann Kember if she is able to attend. **Action Jackie.**

Curry Night: it was agreed that this village fundraising event will take place on 31 January 2026. Joan will lead, asking Ed Jardine and Julie Duckham for help as in previous years. **Action Joan.**

Other fundraising for 2026:

There was a discussion about the most effective kind of fundraising. It was noted that music events are now largely covered by what is on offer at The Chequers, but that as there is an increasing number of new families in the village, we should consider events with them in mind. Joan offered to make contact when leafleting for the Bingo Night. **Action Joan.**

Andy and Malcolm were not present to provide any further updates on an evening talk by Steve Western.

6. INSPECTIONS & TEST REPORTS:

John M. reported that all tests are up to date. Andy will carry out PAT testing and also 5 year testing for hall electrical installations within the next month. **Action Andy.**

Lighting in the hall and on the stage needs attention. John M. will also check the urn in the kitchen for leaks. **Action John M.**

7. AOB:

- John M. asked the committee's opinion on whether the King's portrait (these were sent to all Parish Councils) should be displayed in the hall. There were mixed views and it was finally decided that it should be displayed on the stage.
- Patrick noted that a recent children's party was planning to include a bouncy castle in their celebrations. He asked Sue about insurance considerations. It was agreed that Sue will send John B. exclusions as stated on our policy. These to be included on the booking hire form. **Action Sue, John B.**
- It was noted that there are many new families in the village, but a lack of means of engaging with them. Whilst this is not within the remit of the Village Hall Committee, a means of informing everyone about village facilities and events is needed. Access to the PEDL (Parish Email Distribution List) needs to be publicised for it to be readily available. It was suggested that an updated welcome leaflet was needed, giving information about village organisations, facilities and regular events, along with opportunities to contribute to village life, its needs and requirements. Patrick will raise this issue at the next Parish Council Meeting. **Action Patrick.**

8. DATE OF NEXT MEETING: Wednesday 14 January 2026 at 7.30pm

The meeting closed at 8.20pm