

## KETTLEBURGH VILLAGE HALL COMMITTEE

### Minutes of the Meeting held on Wednesday 17 January 2018 at 7:30pm

Present: John Brooke, Sue Brooks (Treasurer), Jackie Clark (Secretary), Chris Finbow, Patrick Garland, Graham Mooney (Chairman), Zoe Reeve-Jones, Martin Sims, Diane Smith.

Before the meeting began, Graham made the sad announcement that Annette Hulme, a former committee member, had recently died. We will always be thankful for her enthusiasm and involvement in village life. Her funeral will be held at St Michael's Framlingham at 2pm on Friday 2nd February 2018.

**1. APOLOGIES:** John Bater, Joan Cook, Jane O'Leary.

**2. MINUTES OF LAST MEETING:** The minutes of the meeting held on 26 September 2017 were agreed and signed as a true record.

**3. MATTERS ARISING:** Sue was not able to obtain grant funding towards a new stage. It was agreed that profits from the next two pantomimes will be ringfenced for this future project. The stage flooring is expected to be usable for this year, but Chris noted that the stage flats need to be replaced. He outlined that this would consist of a steel frame which could accept lightweight plywood panels that slot into top & bottom channels to create a sturdy, flexible, demountable solution which can also be easily used for other staged events in the hall. This will be a one-off cost of around £700. This will mean increased costs and therefore less profit this year to go towards the fund.

**4. TREASURERS REPORT:** (attached to these minutes) Total funds at the end the fourth quarter for 2017 were £9,839.54. This total includes a donation from the Autojumble. The Performing Rights licence has been paid at the low rate which was negotiated for £88.61. Suffolk County Council has granted us discretionary rate relief for 2018. The request for a grant of £2000 towards the toilet refurbishment from Suffolk Community Foundation has been successful. Graham thanked Sue for her efforts to achieve this. Plumbing costs of over £300 were incurred to jet clean blocked drains. The Treasurer requested that John Brooke and Diane Smith be added to the list of cheque signators. This was agreed. As the interest rate on our National Savings account is negligible, and as Jane is the only person with access to this account, it was also agreed that all money from this account should be transferred to our account with Barclays. Sue will make the necessary arrangements. ACTION Sue. There has been a significant increase in income from hiring during 2017, amounting to around £2000.

**5. CORRESPONDENCE:** revised quote from Grimwood & Co for refurbishment of the toilets

**6. REPAIR AND MAINTENANCE REPORT:**

**a) LED lights and mains wiring** - this work is now complete. Thanks were expressed to Graham and John Brooke for the shuttering. The total expenditure on this project was covered by the £1244 cheque from the Co-op fund which Graham received in November.

**b) Refurbishment of the toilets** - Our present funding for this stands at £3,000 - £2000 grant from the Suffolk Community Foundation and £1000 from the Autojumble. In light of this, Graham had requested a revised quote for the work from Nick Grimwood. After some discussion it was agreed that we will proceed with the following items from his quote:

- Replace all three toilet seats - £233.96
- Replace left toilet pan in Ladies, and associated pipework - £636
- Install new cistern for urinals, and associated works - £1496.88
- Install three new basins, vanity units and under sink heaters (Ladies and Gents) and clad walls behind sinks and urinals with 'wetwall' - £2007.72 – a total of £4373.56

It was agreed that this work will therefore require some £1300 from our own funds.

Graham will obtain a quote from Peter Hall for flooring for the toilets similar to our kitchen floor.

ACTION Graham. Diane will make enquiries about grant funding for flooring from Suffolk Coastal District Council. ACTION Diane. We will plan to carry out this work in August, when there are fewer hall bookings. It was agreed that the installation of a replacement (undersink) water heater for the kitchen would be deferred.

**7. RECORD OF INSPECTIONS AND TESTS:** Martin had carried out the necessary checks and updated the log book. One of the easels was still stored close to the fire exit. Chris offered to fix brackets to the wall so that the easels will be out of the way. ACTION Chris.

**8. COMMUNITY EVENTS:** **a) We've Got Talent:** all agreed that the evening went well. It made a profit of £491.10 for our hall funds. Thanks were expressed to all who were involved in the organisation and to those who took part. **b) Christmas Tree Lighting** – all went smoothly with around thirty villagers attending, singing carols and enjoying mince pies and mulled wine. Thanks were given to those who erected and dismantled the tree and lights. **c) Kettleburgh Players pantomime** – auditions are complete and rehearsals have begun for Cinderella. Performances will be from Thursday 22 – Saturday 24 March. Chris confirmed that the Scout's tent would once again be available for the Green Room. **d) Scouts, Cubs and Beavers** – Chris reported that due to difficulties in finding leaders for Cubs and Beavers, some changes have been made in arrangements for meetings. Beavers now meet at Brandeston, Cubs meet at Earl Soham and only Scouts now meet in our Village Hall. **e) Kettleburgh Fete** – the date has been agreed as 9 June, and Debbie and Ron have once again kindly agreed that we may hold the event in the garden of The Chequers. Sue was thanked for her offer to lead the committee. She has asked for lots of willing helpers!

**9. ANY OTHER BUSINESS:** Jackie asked if it would be possible to obtain some more chairs for the hall. We have 50 green upholstered chairs, but quiz nights and some other events attract more than 50 people. It is becoming increasingly difficult to transport the old red chairs from their storage place at Kettleburgh Hall. Graham noted there could be a problem with storage. Martin offered to make enquiries about the chairs used at Brandeston Village Hall, which store very compactly. ACTION Martin.

**10. DATE OF AGM and NEXT MEETING:**

Wednesday 18 April 2018 at 7:00pm, with Committee meeting to follow.

The meeting closed at 8.25pm

## **ATTACHMENTS**

Treasurer's Report

## **Treasurer's Report Quarter 4 2017**

### **Statement of Funds 31/012/2017**

Current Bank Account	£6,848.61
National Savings Account	£2,937.24
Petty Cash	£53.69
<b>Total</b>	<b>£9,839.54</b>

### **MAIN ACTIVITY FOR THE QUARTER**

A donation from the Co-op 'Good Causes' charity fund of £1,244 covered the costs for sound and lighting improvements in the hall.

Plumbing costs of over £300 were incurred to jet clean blocked drains.