

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 18 April 2018 at 7:20pm (following the AGM)

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

1. APOLOGIES: Tim Chase

2. MINUTES OF LAST MEETING: The minutes of the meeting held on 17 January 2018 were agreed and signed as a true record.

3. MATTERS ARISING: There were none.

4. TREASURERS REPORT: (attached to these minutes) Total funds at the end of the first quarter for 2018 were £13,718.76 As agreed at the January committee meeting, the National Savings Investment account was closed and the assets of £2,951 moved into the Barclays current bank account. In addition, this quarter we received £2,000 from Suffolk Community Fund to be used on the toilet refurbishment in Autumn 2018. The total balance also includes income from the Cinderella pantomime but does not yet reflect all the expenses incurred which will flow through into Quarter 2.

5. GDPR: the chairman outlined the background to the new General Data Protection Regulations which come into force in May this year. After some discussion it was agreed that our compliance with these regulations will take the following into account –

- Kettleburgh Village Hall is a registered Charity and as such receives, stores and acts on various data inputs. The Hall is controlled by a committee: all 13 committee members are also trustees of it as a registered charity and their full names, addresses and dates of birth are included in the Constitution document lodged with the Charity Commissioners. Access to this is controlled by password known only to the Chairman and Treasurer. A hard copy and an electronic copy are held by the Chairman.
- Minutes of meetings, accounts, correspondence and agendas are not regarded as sensitive material and are fully available on the Village website.
- We currently have one active bank account. This holds all the Village Hall funds. Its account details and sortcodes are known only to the Treasurer, the five signatories (Committee members and trustees) and the auditor.
- Various bodies and individuals hire the premises. They do so in accordance with our published Terms and Conditions of Hire and all data is deleted when the hire is complete.

All members of the committee are aware of the requirements of the new GDPR and have given their agreement to the use of their personal details as required.

It was agreed that emails concerning Hiring of the Hall would be kept for one year and then deleted. The GDPR Compliance Document is attached to these minutes.

6. CORRESPONDENCE: the secretary noted a letter advising of the award of a grant of £2,000 from The Dulverton trust (administered by the Suffolk Community Foundation).

7. REPAIR AND MAINTENANCE REPORT:

a) Refurbishment of the toilets – The grantfunding we have received for this stands at £5,500 - £2000 grant from the Suffolk Community Foundation, £1000 from the Autojumble and £2,500 from Cllr Rous. Quotes for work to be carried out are as follows: toilets (Nick Grimwood) £4374, flooring (Peter Hall) £1543, paintwork (Brian Davey) £480, making a total of £6397. Graham produced a cash flow projection showing that our funds after this expenditure should still be in excess of £10,000. Zoe agreed to confer with Nick Grimwood and make a final recommendation on details to the committee. **ACTION Zoe.** Once the details are finalised, Graham will contact the contractors **ACTION Graham.** The work will take ten working days to complete. It was agreed that it should be carried out starting on 6 August. John Brooke will block out three weeks from this date in the bookings diary. **ACTION John Brooke.**

As the kitchen water heater is fairly new and in good working condition, the installation of a replacement undersink heater will be deferred.

b) New staging – Chris has begun to draw up plans for a demountable stage, made from 14mm plywood with hardwood batten surrounds. He will complete them in time for our next committee meeting, including detailed costs of materials and labour. Diane has investigated a source of grantfunding for this project. **ACTION Chris.**

c) Chairs – it was agreed there is a need for new chairs. Martin had made enquiries about the cost, but did not have the information with him. John Bater suggested investigating the possibility of refurbishing the red chairs, which are presently stored at Kettleburgh Hall. He will make enquiries and report to the next meeting. Martin suggested that if they were stored on a chair rack, they would take up far less room than at present, and could possibly be accommodated in the hall. **ACTION John Bater.**

8. RECORD OF INSPECTIONS AND TESTS: Martin had carried out the necessary checks, but was unable to update the log book as the most recent pages were missing. He will print some new pages and complete the recording. It was agreed that the folder should be stored in a drawer in the kitchen. **ACTION Martin.**

9. COMMUNITY EVENTS: Sue reported that the fete will take place in the garden of The Chequers, by kind permission of Ron and Debbie, on Saturday 9 June. She was pleased to add that after a break of three years, Malcolm Todd will once again provide a Rifle Range. Most of the stalls already have people that have agreed to man them. There will be a further fete meeting following the May coffee morning.

10. ANY OTHER BUSINESS:

- WiFi - Zoe requested that the committee consider making WiFi available in the hall. She will investigate costs and report to the next meeting. John Bater suggested a mast on the church tower. **ACTION Zoe.**

- Storage - Chris reported that he had been in discussion with Mark Hill about siting a container for Village Hall storage on Mark's land, adjacent to the Village Hall. There were queries about cost, and Joan suggested that it might be possible to find someone willing to donate a container. She will make investigations **ACTION Joan**

11. DATE OF NEXT MEETING:

Wednesday 18 July 2018 at 7:30pm

The meeting closed at 8.35pm

ATTACHMENTS

Treasurer's Report

GDPR Compliance

Treasurer's Report Quarter 1 2018

Statement of Funds 31/03/2018

Current Bank Account	£13,655.90
Petty Cash	£62.86
Total	£13,718.76

MAIN ACTIVITY FOR THE QUARTER

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