

**KETTLEBURGH VILLAGE HALL**  
**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON**  
**WEDNESDAY 18 APRIL 2018 AT 7.00 pm IN THE HALL**

Those present	John Brooke, Sue Brooks (Treasurer), Jackie Clark (Secretary), Chris Finbow, Patrick Garland, Graham Mooney (Chairman), Martin Sims, Zoe Reeve-Jones, Diane Smith.
1. Apologies	Tim Chase, Joan Cook. Persephone Booth.
2. Minutes of the last AGM	The Minutes of the AGM held on 19 April 2017 were approved and signed as a true record.
3. Matters Arising	None
4. Chairman's Report	<p>For reasons that I have never fully understood, our financial year and our operating year are four months apart, so I will report April to April and our Treasurer will present accounts for the twelve months ending 31st December. Beyond saying that we had an income of £10600 and a profit of £3400, I will leave the details for her. Each year as I prepare this report I look back at the minutes of our quarterly meetings and I then decide to work either chronologically or just present the highlights.</p> <p>Prime Minister Harold MacMillan (for those of us who remember him), when asked what worried him the most, said "Events dear boy, Events" Well, we have those so let's deal with them.</p> <p>The kitchen is finished so we turned our minds to the toilets and not before time. I have to tell you that in the minutes of every meeting in the last twelve months there is reference to blocked this or leaking that or just an overflowing something. Since July 2017 we have a quote for around £5000 for this work, hopefully this will now go ahead in August, or before, providing that our Treasurer tells us whether or not we have the necessary funding.</p> <p>The Fete was its usual success and brought in a considerable contribution to funds, as did John Brooke's idea of a Talent Night – great fun, a huge success and little or no outlay.</p> <p>In December we erected our Christmas Tree; I was unable to attend but the tree lighting went well.</p> <p>In December 2016, our Secretary Jackie pointed out to me that the Coop were asking if any organisation wanted to take part in their Local Community Fund. We applied, got chosen and the up-shot was a donation of £1200 which paid for the upgrade to LED lighting and the wiring arrangements for the panto.</p> <p>Altogether we will have spent quite a lot of money this year improving the staging of our Pantos etc. As I write this, Cinderella has just finished. It was another great production and our thanks go to all involved. I am glad to say that the new wiring and Chris Finbow's staging worked well – again I leave the finances for Sue to explain.</p> <p>So, what do we look forward to in the coming twelve months? Well hopefully a</p>

	<p>serious upgrade to the toilets and toilet flooring and the beginning of a concerted effort to provide funds for a new portable stage. Beyond that – Events dear boy Events.</p> <p>It only remains for me to thank our Secretary Jackie &amp; our Treasurer Sue for their time and support and to thank all of you for your help and support in what has been an interesting year.</p>
5. Treasurer's Report	<p>This is the report for the period January to December 2017.</p> <p>The Annual Accounts are attached to these minutes.</p> <p>The overall picture shows a healthy balance of funds of £9,862.55, with an overall profit for the year of £3,469. A key factor has been the success we have had in securing donations from external sources, specifically the Co-op and Robin Vickery of Suffolk County Council, to enable us to pay for floor refurbishment and sound &amp; lighting improvements.</p> <p>The kind donation from the Autojumble will be used in 2018, alongside the grants from Suffolk Community Foundation and District Councillor Rous to pay for the refurbishment of our toilet facilities.</p> <p>Our treasurer added the following commentary on the accounts:</p> <p><b>INCOME</b></p> <p>Hire Charges: there is an 18% improvement on 2016. Thanks were expressed to John Brooke for his efficient online booking system.</p> <p>Fete: the total profit of £3,076 was divided between the Village Hall - £1,398 and St Andrew's PCC - £1,538 (50% of profit plus £140 owed from 2016)</p> <p>Donations: the Autojumble donation of £1,000 appears under 'Grants' as it will be ringfenced for the 2018 toilet refurbishment project.</p> <p>Fundraising event: shows a net profit of £491 from 'We've got Talent'.</p> <p>Keep Fit: a net profit of £170 – an improvement on 2016</p> <p>Coffee Mornings: a net profit of £451 – also an improvement on 2016. Thanks go to those who organise and support this venture.</p> <p>Grant: total of £3154 made up from:</p> <ul style="list-style-type: none"> <li>£1,000 Autojumble (restricted for 2018 toilet refurbishment)</li> <li>£900 Suffolk County Council grant paid for resurfacing the wooden floor</li> <li>£1,245 Co-op grant paid for LED lighting and sound &amp; light project.</li> </ul> <p>The expenses for these jobs appear under General R&amp;M Expenses.</p> <p>Pantomime 2017: Beauty &amp; The Beast produced a net profit of £1,015</p> <p><b>EXPENSES</b></p> <p>Utilities &amp; Insurance: there have been increases of between 5% - 7%. To keep costs down, we have moved our electricity supplier to British Gas.</p> <p>Repairs &amp; Maintenance: in addition to refurbishment of the wooden floor, LED lighting and sound &amp; light control capital projects, we also incurred around £1,000 of general maintenance costs. These included plumbing repairs, purchase of kettle, Hoover and water urn appliances, PAT and fire equipment testing.</p> <p>Once again thanks to Persephone Booth for auditing our accounts, who has kindly agreed to audit the accounts for us again in 2018.</p> <p>Graham thanked Sue for her detailed report.</p>

6. Election of Committee Members	All committee members were re-elected en bloc for a further year.
7. Election of Officers	Graham Mooney was re-elected unanimously as Chairman. Sue Brooks was elected unanimously as Treasurer. Jackie Clark was elected unanimously as secretary.
8. AOB	Graham suggested that our as our financial year and operating year do not at present coincide, next year's AGM should be set for earlier in the calendar year. Providing our Independent Examiner, Persephone Booth is agreeable, it was agreed that the AGM for 2019 should take place in January. <b>ACTION Sue</b>
In the absence of any further business, the meeting closed at 7.20p.m	

**KETTLEBURGH VILLAGE HALL ACCOUNTS**  
**YEAR ENDED 31 DECEMBER 2017**

<b><u>Income</u></b>	<b><u>2017</u></b>	<b><u>2016</u></b>
Hire charges	1947.00	1654.00
Fete	3076.75	3151.00
Less extra expenses	-140.00	-70.80
Less PCC s 1/2 share	-1538.37	-1400.00
	1398.38	1680.20
Donations	0.00	180.00
Fund Raising events	491.10	207.74
Keep Fit	1310.00	1002.00
Coffee Mornings	451.25	392.02
Grant	3154.39	3323.00
Pantomime Income	1891.55	2064.43
Interest	13.84	17.54
	10657.51	10520.93
<b><u>Expenses</u></b>		
Water & Sewer	215.84	207.22
Electricity	523.88	496.44
Caretaker & Cleaner	216.13	360.00
Consumables	0.00	57.83
Insurance	935.35	875.64
Licences	88.61	86.81
Miscellaneous	0.00	220.00
Keep Fit trainer	1140.00	1170.00
Fund raising expenses	0.00	0.00
Panto expenses	876.44	893.06
Reps/Maintenance		
Kitchen refurb		5122.49
General R&M	3192.04	2337.09
	-7188.29	-11826.58
<b>Profit/Loss for year</b>	<b><u>3469.22</u></b>	<b><u>-1305.65</u></b>
 <b>STATEMENT OF FUNDS</b>		
Nat Savings Invest Ac	2951.08	2937.24
Petty Cash	62.86	78.29
Bank cu ac	6848.61	3378.4
	<b><u>9862.55</u></b>	<b><u>6393.93</u></b>
Movement in funds	<b><u>3468.62</u></b>	<b><u>-1305.65</u></b>

23.2.18

Treasurer: Susan E Brooks

Independent Examiner: Persephone Booth, ATT(Fellow)