

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 9 October 2019 at 7:30pm

Present: John Bater, John Brooke, Sue Brooks (Treasurer), Tim Chase, Jackie Clark (Secretary), Joan Cook, Peter Dring, Chris Finbow, Patrick Garland, Graham Mooney (Chairman), Diane Smith.

Text in italic refers to developments after the meeting.

1. APOLOGIES: Jane O'Leary, Zoe Reeve-Jones

2. MINUTES OF LAST MEETING: The minutes of the meeting held on 16 July 2019 were agreed and signed as a true record.

3. MATTERS ARISING: there were none

4. TREASURERS REPORT: (attached to these minutes) Total funds at 3 October were £12,060. Sue noted that our insurance costs have increased by 6%. Although she had once again queried the additional premium for 'being on a flood plain', she explained that we are not able to obtain a reduction in the premium due to the liability of *surface water* flooding. There will also be a 6% increase in our electricity costs from November. However, as our funds are healthy and this is a small percentage increase, it was agreed that we would not increase our winter hiring costs for this year. Graham thanked Sue for her report.

5. CORRESPONDENCE: Graham handed a renewal notice for our Music Licence to Sue for payment.

6. REPAIR AND MAINTENANCE REPORT:

a) LED lighting – Graham suggested that the continuing problem with the LED lights is now beginning to affect our lettings. He noted that Aaron Nobbs has not yet invoiced the village hall for any of his attempts to solve the flickering lights and has asked him if we have incurred any costs. It was agreed that Graham would contact Aaron once again, asking him to replace the old plastic fittings in the centre row of lights with more robust brass fittings. **Action Graham.**

b) External maintenance – this has now been completed by Gary Meadows. He has applied two coats of creosote to the exterior of the hall; repainted the front entrance; cleaned and serviced the guttering; repainted the gable end barge and cappings with Sadoline. Gary advised that the capping boards would need further maintenance in the spring.

d) Storage shed – Our planning application to East Suffolk for a storage shed will be considered at the end of October. If our application is successful, it was agreed that the quote from Sylvia Wright of £3146 + VAT is acceptable. We have at present three quotes for laying the concrete base, but it was decided that we will ask for resubmissions in order to include drainage and an access path. Patrick will contact Gary Meadows and Graham will contact Brian Davey **Action Graham, Patrick.** Tim will peg out the area where the concrete base is to be laid. **Action Tim.** Cabling for lighting will be fed in via an underground duct.

Subsequent to the meeting: a) Sue suggested that we wait to get the costs for the hard stand before progressing the order for the shed. This will enable us to finalise the total costs for the project, and develop a project plan, which will require a project lead and a timetable for implementation. We have been advised that we will be given a grant from local councillors (not yet received) which will

cover some of the cost but she would like to be clear how much more is needed to be set aside from the current account and formalise agreement to release funds. b) East Suffolk District has granted planning permission for the storage shed.

7. RECORD OF INSPECTIONS AND TESTS: Chris reported that the record is up to date. He queried the testing of the fire exit lighting, but it was then established that this is carried out by Aaron Nobbs. Jackie will contact Community Action Suffolk with a general query about fire safety in village halls. **ACTION Jackie**

8. FUND RAISING & EVENTS: Autumn Fundraiser – Joan reported that the Peter Holloway evening, held on 28 September, was a great success, with an audience of 54. She thanked all those involved in organising. A total of £519 was raised for our funds. Diane added that she has submitted a report to the Parish magazine. **Christmas Tree Lighting** – this will take place on Saturday 7 December at 5.30pm. John will obtain a Christmas tree. All committee members will provide 6 mince pies. Jackie will provide carol sheets and ask Rev Graham Hedger if he is able to attend. **ACTION John Bater, Jackie**

9. ANY OTHER BUSINESS:

- Internal hall keys – Sue will check whether we have spare keys for the hall cupboards and the kitchen door. She will get duplicates made if needed. **ACTION Sue**
- Resignations – a) Graham announced that he is resigning as chairman with immediate effect. He will remain as a committee member. Thanks were expressed to him for all his efforts and hard work as our chairman. As remaining officers on the committee, Sue and Jackie will progress the search for a new chairman before our January meeting. b) Jane O’Leary has also tendered her resignation with immediate effect. She has been a longstanding committee member and treasurer. Jackie will write to her expressing our thanks. **ACTION Jackie** c) John Bater announced that he intends to stand down from the committee after the 2020 AGM.
- John Bater reminded the committee that he has the village hall piano in storage in one of his barns. It was agreed that it is not needed in the hall. Patrick will make enquiries about a charity that refurbishes pianos and makes them available for playing in public spaces. **ACTION Patrick**
- Chris noted that he is no longer involved with Scouts, who meet on Mondays in the hall. Jackie will ask Angus Wheeler-Rowe if he will agree to be our first point of contact for matters in relation to Scouts. **ACTION Jackie**
- *We have had recent positive feedback about the general level of cleanliness in the hall. Jackie will pass this message on to Pat Peck, who keeps the hall clean.* **ACTION Jackie**

10. DATE OF NEXT MEETING: to be confirmed

The meeting closed at 8.30pm

Treasurer's Report Quarter 3, 2019

Statement of Funds 3/10/2019

Current Bank Account	£12,000.47
Petty Cash	£59.20
Total	£12,059.67

MAIN ACTIVITY FOR THE QUARTER

Expenses

Insurance costs of £996 (increase of 6% year on year) effective from end of September.
New certificate has been put up in the hall.

Planning application for the shed - £259

NB The Electricity contract with British Gas has been renegotiated for another year from November with a 6% rate increase.

Based on last years consumption that equates to £619 v £581. This is a good result as their initial proposed tariff increase would have seen our year on year costs increase to £1,500!)

Income

NB The Peter Holloway fundraiser profit of £519.50 is not included in these figures, it will appear in quarter 4