

**KETTLEBURGH VILLAGE HALL  
MINUTES OF THE ANNUAL GENERAL MEETING HELD ON**

**TUESDAY 19 APRIL 2016 AT 7.30 pm IN THE HALL**

Those present	John Bater, Sue Brooks (Treasurer), Tim Chase, Jackie Clark (Secretary), John Dick, Patrick Garland, Dick Knight (Scout representative), Graham Mooney (Chairman), Martin Sims. There were also five villagers present.
1. Apologies	Annette Hulme
2. Minutes of the last AGM	The Minutes of the AGM held on 7 April 2015 were approved and signed as a true record.
3. Matters Arising	None
4. Chairman's Report	<p>Generally speaking, Annual reports can be broken down into three parts – Personalities, Problems &amp; Profit</p> <p>So dealing with the first – Personalities:</p> <p>Annette Hulme joined the committee at the beginning of the year and very bravely agreed to take overall responsibility for the organisation of the Fete - thank you Annette, it was a great success and we hope it will continue in your safe hands for the future.</p> <p>Sadly, in August Tony Murphy died so we lost a valuable member of our committee and a dedicated caretaker – I'm please to say that Caroline Shilton has taken on both those roles and all is going well.</p> <p>Problems:</p> <p>Well, not too bad really. We took the decision to move the Christmas Tree nearer the road and I think this was generally well received.</p> <p>We are going to have some outside work done in this year 2016, but the identification of the problems and selecting the right contractor has fallen on Patrick &amp; Martin and work should begin fairly soon.</p> <p>Finally, and most importantly Mark Hill has kindly agreed that we can put down some hard paving at the entrance to the hall. We are very grateful to him and It will make a great difference to the access. Trevor Butcher has donated some paving slabs and as I write this I hope that this can be undertaken in April/May - many hands make light work so a good turn-out of volunteers would be very welcome.</p> <p>So to – Profit:</p> <p>The Treasurer will be presenting her own report so I will only say It has been a quieter year with no dramatic crises in the hall or its surroundings and income has exceeded outgoings, mainly because we have restricted outgoings!</p> <p>Two final points: Caroline has donated a wheelchair to the Village Hall. It is kept in the disabled toilet and is available for use by anyone in the village, should the</p>

	<p>need arise. Liz Marzetti has donated Robert's (her late husband's) keyboard to the Village Hall. It has been used for pantomimes and Music Hall evenings and we are most grateful.</p>
5. Treasurer's Report	<p>The Village Hall Accounts for the year ended 31 December 2015 are attached to these minutes. The Treasurer thanked Persephone Booth for once again auditing the accounts. Sue noted that hire income showed a significant increase over 2014 and there were three reasons for this: money owed from 2014 was accounted for in 2015, Scouts and Cubs used the hall for two nights each week for most of 2015, a new Pilates class is booked on Thursday mornings. All our other income comes from fundraising: the fete, the pantomime, the Old Time Music Hall evening and monthly coffee mornings. Expenses included maintenance costs, tests and inspections, electrical upgrades. Profit for the year was £1260 with a balance of £7699 at the beginning of 2016. It should be noted that from this total £1500 is already committed for maintenance to the outside of the hall. The Chairman thanked Sue for her efforts as Treasurer.</p>
6. Election of Committee Members	<p>Richard Baker has resigned from the committee. It was agreed that John Brooke should be co-opted. All other committee members were re-elected en bloc for a further year.</p>
7. Election of Officers	<p>Graham Mooney was re-elected unanimously as Chairman. Sue Brooks was elected unanimously as Treasurer. Jackie Clark was elected unanimously as secretary.</p>
8. AOB	<p>Heidi Finbow, from Kettleburgh Parish Council (KPC), presented a fact sheet about defibrillators (attached to these minutes). She addressed the meeting, as it had been agreed by the KPC that Kettleburgh should have its own defibrillator, and that the best place for it would be for it to be fixed to the outside of the Village Hall. KPC hopes to obtain funding of around £1600 to cover the cost of the defibrillator, the cabinet and installation. It would be responsible for maintenance and ongoing costs and would set aside around £200 pa for this purpose. The defib. requires a source of power to maintain the correct temperature for the pads. The cost for this (around £60 pa) would be paid to the Village Hall. Once installed, all villagers would be invited to a presentation on its use by the ambulance service (although it can be used safely without training). Villagers would also be given a key code number to gain access to the defib. This code can also be obtained by dialling 999.</p> <p>The Chairman thanked Heidi for her presentation. All those present agreed with her proposal and it was therefore agreed that the matter would be further discussed at the following committee meeting.</p>
<p>In the absence of any further business, the meeting closed at 7:55p.m</p>	

**KETTLEBURGH VILLAGE HALL ACCOUNTS**  
**YEAR ENDED 31 DECEMBER 2015**

<b><u>Income</u></b>	<b><u>2015</u></b>	<b><u>2014</u></b>
Hire charges	1446.00	728.00
Fete	2737.00	3126.00
Less extra expenses	-63.19	0.00
Less PCC s 1/2 share	<u>-1368.50</u>	<u>-1613.00</u>
	1305.31	1513.00
Donations	24.00	48.59
Recycling	0.00	0.00
Fund Raising events	557.45	642.50
Keep Fit	1725.00	1764.80
Coffee Mornings	345.88	393.37
Grant	0.00	1000.00
Pantomime Income	2180.18	1842.50
Interest	<u>21.74</u>	<u>21.57</u>
	7605.56	7954.33
<b><u>Expenses</u></b>		
Water & Sewer	295.17	516.86
Electricity	665.96	635.17
Caretaker & Cleaner	550.00	400.00
Retirement gift	24.00	0.00
Consumables	28.74	0.00
Insurance	824.69	787.90
Licences	187.25	278.62
Miscellaneous	250.99	20.00
Keep Fit trainer	1140.00	1110.00
Fund raising expenses	21.42	400.00
Panto expenses	975.72	956.05
Suffolk Acre sub	30.00	30.00
Reps/Maintenance		
General R&M	<u>1351.24</u>	<u>1738.30</u>
	-6345.18	-6872.90
<b>Profit/Loss for year</b>	<b><u><u>1260.38</u></u></b>	<b><u><u>1081.43</u></u></b>
 <b>STATEMENT OF FUNDS</b>		
Nat Savings Invest Ac	2919.7	2897.96
Petty Cash	68.57	42.2
Bank cu ac	4711.31	3462.4
Bank dep ac	<u>0</u>	<u>36.64</u>
	<b><u>7699.58</u></b>	<b><u>6439.2</u></b>
Movement in funds	<b><u><u>1260.38</u></u></b>	<b><u><u>1081.43</u></u></b>

25.2.15

Treasurer: Susan E Brooks

# **Saving minutes, Saves Lives**

## **Why Kettleburgh needs an Automated External Defibrillator**

### **Every Second Counts:**

After a cardiac arrest, every minute without CPR (cardiopulmonary resuscitation) and defibrillation reduces someone's chance of survival by 10%. The ambulance service is unlikely to arrive quick enough to resuscitate most victims but most victims can be saved if persons nearby summon the ambulance service with the minimum delay, perform basic CPR (chest compressions) and use an AED to provide a high energy shock to restore the heart's normal rhythm. Each of these stages is a link in a chain of events that provide the best chance of success, but the critical factor is the speed with which the shock is given.

**CPR alone = 5% success rate**  
**CPR + Defib = 50% success rate**

### **Simple to Use:**

They are simple and safe. The machine gives clear spoken instructions. You don't need training to use one, although the Parish Council will be running an initial workshop with the Ambulance Service for those in the village that wish to attend.

The units are portable and can be taken to the person in need.

Once in position, the defibrillator detects the heart's rhythm. It won't deliver a shock unless one is needed.

They are designed to be stored for long periods without use & require very little routine maintenance.

### **Legal:**

In the UK, there are very few legal barriers to Public Access Defibrillators. A rescuer who has acted appropriately to help a victim should not be sued regardless of the outcome.

### **Installation:**

There is an understandable concern that an AED in a public place may be at risk of theft or vandalism. However the Parish Council believe this risk to be low and that no barrier should be put in the way of anyone collecting it when it is needed.

The Defib would be installed in a cabinet with a keycode lock and the code is accessed by calling 999 which means the device remains secure. We would also issue the code to all villagers & ask them to keep it in a safe place (perhaps fridge door?)

The cabinet would need to be heated to prevent the pads from freezing and therefore the cabinet would need to be connected to a power supply. From discussions with the Ambulance Service we believe the cost for electricity is circa £60/Year.

