

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 17 June 2026 at 7.30pm

Present: Andy Barton, Quentin Black, Rob Booth, John Brooke, Jackie Clark(minutes), Peter Dring, Patrick Garland, Joan Mealing, John Mealing(chair), Malcolm Todd.

Before the meeting began, John M. requested a moment of quiet remembrance in memory of Sue Jessop, who died on 5th June, adding that she had always taken an interest in village events and will be sadly missed.

1. APOLOGIES: Sue Brooks, Nora Duckett, Shelley Eaton.

2. CO-OPTION OF COMMITTEE MEMBERS: Quentin Black and Rob Booth were co-opted to the committee. John M. welcomed them both.

3. APPOINTMENT OF TREASURER: Rob Booth was appointed as Treasurer with immediate effect. Sue will remain on the committee until our next AGM in order to allow a smooth hand over of this rôle. John thanked Rob for agreeing to take on this responsibility.

4. MINUTES OF LAST MEETING: The minutes of the meeting held on 18 March were agreed and signed as a true record.

5. MATTERS ARISING: There were none.

6. TREASURER'S REPORT: Sue sent the following report which was read out to the meeting:

Bank Account Status as of June 9th 2026: Barclays Current Bank Account stands at £12,611.37

Petty Cash: We have a small petty cash fund of £17.58

Income: for this quarter, up to June 9th, is £1112.70

This is made up of £663.00 hall hire charges including: £250 charge for Suffolk Elections in May, regular Salsa classes and twice monthly Framhammer gaming sessions, plus monthly coffee morning donations of £158.20 and £291.50 profit from the Bingo Night Fundraiser.

Expenditure for this quarter to date is £406.74

In addition to the monthly charges for Electricity and Broadband, we also incurred maintenance costs of £229.80 for the testing and servicing of alarms, fire extinguishers & emergency lighting by Flameskill.

Later this month we will incur further costs with the repair of the barge boards.

However, to offset some of this cost, we have received a grant of £1,000 from the Enabling Communities budget of Councillors Langdon-Morris and Councillor Grey.

John M. noted that our Broadband charge will increase by £1 per month from July.

7. MAINTENANCE:

a) Barge Boards: Patrick reported that work on the barge boards is due to take place on Friday (19th June). The total cost is £1766.

b) Gents toilet: Andy has isolated the water supply but noted that we will need a plumber to repair the leak. Quentin suggested contacting Paul, who is a plumber and lives in the village. He will liaise with Andy, and contact Paul in order to get a quote for the work. If appropriate, a decision to go ahead with work will be made by email. **Action Quentin, Andy.**

c) Front Door to Hall: whilst Homestyle has successfully adjusted the lock to the front door, John M. mentioned that the door is now sticking at the base. Patrick will once again contact Homestyle.

Action Patrick.

8. EVENTS/FUNDRAISING:

Bingo night: this was a successful evening, raising a total of £291.50 for Village Hall funds. It was agreed that this should become an annual event, even though it may not be possible for Nora to assist in the future.

Steve Western Antarctic Survey Evening: Friday 9th October has been fixed for this event. Malcolm will organise fliers and posters. It was noted that printing facilities are available at the library and also at the Tech Centre. Final details, to include advertising, cost of tickets, and refreshment arrangements will be confirmed by email, and it was noted that Steve will kindly not make a charge for presenting the evening. Patrick offered to ask around for raffle prizes.

Further ideas for Fundraising: Joan suggested a village fundraising idea: to gather a group of people who would organise the loan of our village marquee for local events. After some discussion it was agreed that this matter should be raised at Parish Council level. John M. will contact the Parish Clerk to add an agenda item. **Action John M.**

Music Day at The Chequers: John M. reported that he has had no response from his email to committee members regarding the invitation from the Chequers to take part in their Music Day with stalls or side shows to raise funds for village organisations. It was felt that the request for no food or drink components on any stalls limited the possibilities for fundraising.

Party at Hoo: Peter has very kindly invited all committee members (and their partners) to his birthday celebration on 5th September. Furthermore, any funds raised during the event will be shared between Cancer Support in Suffolk and Kettleburgh Village Hall. He would appreciate a response to this invitation.

9. INSPECTIONS & TEST REPORTS:

John M. reported that all his tests are recorded and up to date. Andy will carry out PAT testing. Patrick noted that as well as electrical equipment in the kitchen, there are items both in the shed and in the stage cupboard to be tested. **Action Andy.**

10. AOB:

There was none.

11. DATE OF NEXT MEETING: Wednesday 16 September 2026 at 7.30pm

The meeting closed at 8.02pm