

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 14 September 2022 at 7.30pm in the Village Hall

Present: Andy Barton, Sue Brooks (Treasurer), Joan Cook, John Brooke (Bookings), Tim Chase, Jackie Clark (Secretary), Peter Dring, John Mealing, Diane Smith (Chair), Malcolm Todd.

The meeting began with one minute of silence in recognition of the death of HM Queen Elizabeth II.

1. **APOLOGIES:** Nora Duckett, Patrick Garland.
2. **MINUTES OF LAST MEETING:** The minutes of the meeting held on 15 June 2022 were agreed and signed as a true record.
3. **MATTERS ARISING:** Sue noted that whilst she had updated the Charity Commission with the change in committee member details, the addition of a new signatory and the setting up of a BACS transfer facility with Barclays Bank is a work in progress.
4. **INTERNET ACCESS:** this item was deferred to a future meeting as the Parish Council's recent meeting was postponed due to the death of HM Queen Elizabeth. We will wait to hear from the Parish Council before readdressing this matter.
5. **TREASURER'S REPORT:** Sue's report is attached to these minutes. Our current bank balance stands at £14,204, petty cash at £15, giving a total of £14,219. Expenses of £188 were for hall cleaning and electricity; income of £278 came from hall hire. It is uncertain whether the new booking for Yoga on Wednesday morning is to become a regular event, and there was some discussion as to whether the current one hour hire charge is realistic.
6. **INSURANCE AND ELECTRICITY RENEWALS:**
 - a) **Insurance** – Our Insurance policy is due for renewal at the end of September. The quote from our broker, Allied Westminster, is for £1,225.96, which is an increase of just over 12.5% from last year's figure of £1,084.74. In reality, this increase covers a two year period, as there was no increase last year. The quote reflects an index linked increase in cover of 10.3% on buildings and 11.6% on contents insured, which is reasonable in the light of the current additional costs for building materials and consumer durables. There is a 5% discount to reflect our three year long-term loyalty agreement and a no claims discount. It was agreed that we should accept this quote.
 - b) **Electricity** – Sue updated the Committee on the details of the fixed price contract renewal proposal for when our current contract ends in mid November. Due to the current energy crisis the standing charge and tariffs show a significant increase. It was agreed there may be opportunities to negotiate reductions following the announcement of the Government's business energy cap, which will be revealed after October 1st. There may also be potential savings if we have a Smart Meter installed. The Committee agreed we should wait until the beginning of October before making commitments on signing the contract renewal. Sue will update the committee and a decision will be made by email **Action Sue**. It is inevitable that Electricity costs will be much higher next year and so the Committee discussed ways of reducing consumption through energy saving actions such as: keeping the stage curtains closed; lowering the ceiling; updating our insulation. Andy will research the feasibility of

upgrading the wall heaters: **Action Andy.** There may be grant-funding to aid these measures. The Committee also agreed that we will need to review our hire pricing to ensure we cover the increase in Electricity costs during the winter months. Diane thanked Sue (and her husband Denis as 'energy consultant') for her research and presentation.

7. FUNDRAISING/EVENTS: a) Fundraising: As there are several village events planned for this autumn, John M. will contact Alister Gourlay with a view to holding a Race Night fundraiser in the spring of 2023. **Action John M.** **b) Events:** It was agreed that we will erect and light a Christmas tree as in previous years. Diane will arrange the purchase. **Action Diane.**

8. RECORD OF INSPECTIONS AND TESTS REVIEW: John reported that the monthly tests are complete and up to date. Andy will reinstate the light over the fire exit next to the shed. **Action Andy.** Patrick has offered to trim trees and clear gutters. **Action Patrick.** Diane's husband Trevor is happy to continue maintaining the grounds outside the hall on a monthly basis, for which he was thanked.

9. AOB:

- John B needs to know booking dates from the Scouts **Action Andy**
- The future of the panto is still unclear.
- Jackie will stand down as secretary at the 2023 AGM. She is happy to remain on the committee unless her place is needed to replace the role of secretary. Diane thanked her for her work over the past ten years.
- Diane suggested that since Chris Finbow has continued overriding work commitments, he may now wish to resign from the committee. She will approach him. **Action Diane.**
- Joan, as Village Green Trustee, asked if it would be possible to combine a fundraising event with the Village Hall. She is planning a village Saturday morning brunch.
- Advance planning for a fete in 2023 will require a representative from the Village Hall committee. Joan added that the fete will most likely be held on the Village Green next year.

10. DATE OF NEXT MEETING: Wednesday 16 November 2022

Treasurer's Report Quarter 3, 2022 The meeting closed at 8.40pm

Statement of Funds 9th September 2022

Current Bank Account	£14,204.44
Pet y Cash	£15.15
Total	£14,219.59

MAIN ACTIVITY FOR THE QUARTER

Expenses

Cleaner £120, Electricity costs £67.68

Income

£277.50 hall hire income