

## KETTLEBURGH VILLAGE HALL COMMITTEE

### Minutes of the Meeting held on Wednesday 16 November 2022 at 7.30pm in the Village Hall

Present: John Brooke (Bookings), Sue Brooks (Treasurer), Joan Cook, Jackie Clark (Secretary), Peter Dring, Nora Duckett, Patrick Garland, John Mealing, Diane Smith (Chair)  
Rob Booth – representative from Kettleburgh Parish Council

1. **APOLOGIES:** Andy Barton, Malcolm Todd.

2. **MINUTES OF LAST MEETING:** The minutes of the meeting held on 14 September 2022 were agreed and signed as a true record.

3. **MATTERS ARISING:** Diane has confirmed with Chris Finbow that he will stand down from the committee. She had thanked him for his help and input for over six years.

3. **INTERNET ACCESS:** Diane welcomed Rob Booth to the meeting and invited him to present some background to Kettleburgh Parish Council's (KPC) wish to install Internet access in the Village Hall. Rob began by outlining the benefits of wifi availability, both for KPC and the wider community:

- KPC would use wifi to enable remote participation – in particular from District and County Councillors.
- It would help to close the digital divide for us, as a rural community.
- Community benefits could include – an added facility if the hall were to be used as a warm space; an asset to Scouts and other hall users for research; the ability to stream entertainment; the opportunity for a physical phone line.

He confirmed that a superfast connection, with a download speed of 70Mb/s, would be available. In order for an installation to be possible, the Village Hall would need to be registered on the Post Office postcode database. KPC would contribute 50% of annual contract costs, with a £500 limit, for an 18-month trial period. He estimated a likely monthly cost to be in the region of £30 - £40.

Committee members asked about:

- Restricting access to hall users only - this could be achieved by one time passcodes
- Installation costs – there would possibly be grant aid from District/County Council funds
- Restricted bandwidth – Rob was confident that there would be no issues with this.

Diane thanked Rob for his input, stating the committee would need to look at our other village hall costs before making a decision. Rob left the meeting. It was agreed that we would defer this decision to the end of the meeting.

5. **TREASURER'S REPORT:** Sue's report is attached to these minutes. Our current bank balance stands at £12,774, petty cash at £15, giving a total of £12,789. Expenses of £1659 were for insurance, music licences, replacing lights and kitchen hatch repair; income of £505 came from hall hire and the re-established coffee mornings.

**Electricity** – Sue had been in contact with British Gas, our electricity supplier, and following some negotiation, she is now able to confirm our renewed contract. The revised contract is an improvement on the rates quoted at the last meeting, but would still mean a projected total annual cost of around £1,500 which would be a potential increase of £1,000 based on previous years consumption. This will be somewhat reduced when the Government subsidy, is applied.

**Projected Hall running Costs:** Our annual outgoings - covering utilities, insurance, cleaning and basic maintenance will be around £4500, an increase of £1500 compared to 2019. After some discussion, the following proposal was made and unanimously agreed:

**Hire Charges will increase from 1 December.** The new rates will be: for Kettleburgh residents - £8.50 per hour and a daily charge of £35 for over three hours. For those residing outside Kettleburgh the rates will be £12 and £50. During the months October to March inclusive, an additional cost for heating of £4.50 per hour will be added to the hire charge. John will amend the booking information and forms.

**Action John B**

Sue will contact Scouts to enquire whether heating is used during their Monday evening meetings.

**Action Sue.**

**6. HALL HEATERS/LIGHTING UPDATE:** Joan has sourced some second hand electric heaters, which may be suitable replacements for our hall. They are for sale locally at a cost of £400. She has asked Andy to investigate whether they would be suitable and more efficient than our current heaters. Andy will also be asked to recommend and cost suitable replacement lights for the hall. **Action Andy**

**7. SCOUTS REQUEST FOR SHED:** Scouts have renewed their request to erect a shed on the piece of land behind the Village Hall. Our original reasons for refusing this request were restated and have not changed. It was made clear that a letter drafted after our meeting in March this year giving our reasons had not in fact been sent. Jackie will draft a reply to the Scouts, apologising for the delay in responding, offering them additional space in the cupboard behind the stage and the removal of the stage flats to make access easier. **Action Jackie**

**8. CORRESPONDENCE:** a letter of thanks from KPC for our donation of £500 towards the cost of a village marquee, gazebo and storage bags: these to be stored securely and fully insured by KPC.

**9. EVENTS/FUNDRAISING: a) Events:** Diane has ordered a Christmas tree, to be delivered on Friday 2 December. It will be erected during the coffee morning. A Christmas Tree Lighting event will take place on Saturday 3 December, to be arranged and advertised by Joan. **Action Joan.**

**b) Fundraising:** Nora offered to organise a Bingo evening in Spring 2023. **Action Nora.** Plans for a Race Night will be deferred to later in the year.

**10. FETE PROCEEDS:** It was suggested and agreed by this committee that in future, proceeds from the Village Fete should be shared equally between the Village Green, St Andrew's church and the Village Hall. St Andrew's church PCC will be asked to confirm agreement with this decision. **Action Jackie**

**11. RECORD OF INSPECTIONS AND TESTS REVIEW:** John reported that the monthly tests are complete and up to date. Patrick, Andy and Trevor Smith were thanked for regular maintenance work. Patrick will clear the gutters once all leaves have fallen. **Action Patrick.** Trevor will make good the paintwork by the hatch after the hatch door openings were modified. **Action Diane.**

**12. INTERNET ACCESS (2):** In the light of our financial position and commitments, it was agreed that any decision on this project would be deferred until post April 2023, when there will be a review of the Government energy subsidy and we will have a clearer idea of its affordability. Jackie will draft a response to KPC. **Action Jackie**

**13. AOB:**

- Joan has received an offer for a Clothes Bank to be situated on the Village Green, but suggested the Village Hall might be a more central location. As we only own a metre of land around the building, it was suggested that The Chequers should be approached as a central location, with a possibility that any proceeds from this venture be shared between the Village Green, Village Hall and St Andrew's church. **Action Joan**
- Sue queried the situation with the village website. It had been erroneously erased by Suffolk-online and is now slowly being restored.
- Diane asked if there were any suggestions for a replacement secretary.

**10. DATE OF NEXT MEETING:** Wednesday 18 January 2023

The meeting closed at 9.25pm

**Treasurer's Report Quarter 4, 2022**

**Statement of Funds 11/11/2022**

Current Bank Account	£12,773.81
Petty Cash	£15.15
<b>Total</b>	<b>£12,788.96</b>

**MAIN ACTIVITY FOR THE QUARTER**

**Expenses**

Insurance £1,226, Fire Alarm tests £108, Music Licences £139

Repairs & Maintenance - Lights & hatch cupboards £186.28

**Income**

£372 hall hire income, coffee mornings £133