

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

**WEDNESDAY 16 MARCH 2022 AT 7.30 pm**

<b>Those present</b>	Andy Barton, John Brooke, Jackie Clark (Secretary), John Mealing, Diane Smith (Chair), Malcolm Todd.
<b>1. Apologies</b>	Sue Brooks (Treasurer), Joan Cook, Peter Dring, Patrick Garland,
<b>2. Minutes of the last AGM</b>	The Minutes of the AGM held on 19 May 2021 were approved and signed as a true record.
<b>3. Matters Arising</b>	None
<b>4. Chair's Report</b>	<p>We started 2021 with lockdown being implemented at the beginning of January. Our committee continued to meet during this time to ensure we were ready to reopen when the time came.</p> <p>The electricity was connected to the shed along with a new external light for that area. The front external light to the Hall has since been replaced with a LED light to enhance lighting to the front and car park area.</p> <p>A license agreement has been signed between the Committee and the new owners of the land Simon and Harriet Warriner for the car parking area. This is soon to be fenced so the car park for the Village Hall will be clearly defined. The land owners have requested this car park is to be for Village Hall users only.</p> <p>The Hall opened in April to welcome back the Scouts. The Hall was the usual Polling Station for the local elections in May. Towards the end of the year other bookings gradually increased for events and parties. We were delighted to see the return of our monthly coffee mornings in October. Our thanks to Joan Cook along with Persephone and Rob Booth for taking over the organising of these very pleasant and friendly mornings. We must give our thanks to Anne and John Bater, Mary and Graham Mooney who had previously looked after these mornings for us so well. During this time the Hall had to be cleaned in accordance with Government guidelines and we must thank Amanda for doing such a good job for us.</p> <p>For the second year running like so many others we were unable to hold a Fete or fundraise. Looking ahead to 2022 it is unlikely we will hold a Fete due to the proximity of the Platinum Jubilee Celebration to our usual date. We look forward to holding an event later during 2022 and to the return of our very popular Village Pantomime.</p> <p>My thanks go to our Treasurer Sue, Secretary Jackie and the committee for their work and support in keeping the Hall running so well.</p> <p>I look forward to seeing you at our Village Coffee mornings – first Friday in the month 10.30 – 12 noon – sausage Rolls and a different homemade cake each month.</p> <p><i>Diane Smith</i></p>

<p><b>5. Treasurer's Report</b></p>	<p>Thank you to Persephone Booth for once again independently auditing the accounts for the year Jan – Dec 2021, attached to these minutes.  The context for these accounts is the ongoing COVID Pandemic. We started 2021 going into lockdown from January 6th.</p> <p><b>INCOME</b></p> <p>The hall was closed for all of Quarter 1 and limited opening began with the Scouts using the hall from the end of April, followed by the local elections in May. Our bookings gradually increased with local parties/events, Framlingham Amateur Dramatics and the Parish Council returning to using the hall into Quarter 4. The hire of the hall was the main source of income with Coffee mornings returning from October.</p> <p>There were no fundraising events in 2021 – the income from the 2020 Christmas raffle was received in Jan 2021 and appears in these accounts.</p> <p><b>EXPENSES</b></p> <p>Utility costs continued but at a lower rate due to lack of hall usage. The accounts show no charge for Electricity, however this is because all of our costs were covered by a credit which we had built up from the supplier overcharging in 2020. Re-opening the hall required us to introduce an enhanced cleaning regime which has increased our costs.</p> <p>Our Insurance showed a slight increase, reflective of inflation and the addition of cover for the new Shed.</p> <p>Licences are paid retrospectively and relate to 2020 activity.</p> <p>In 2021 we also incurred the final costs for the shed which were for the electrics. Finally, we continued to undertake repair, testing and maintenance jobs to ensure the hall met all health &amp; safety regulations.</p> <p><i>Sue Brooks</i></p>
<p><b>6. Election of Committee Members</b></p>	<p>Graham Mooney has tendered his resignation from the committee. Jackie will write a letter of thanks to him for his many years of service, both as committee member and as Chairman. All remaining committee members were re-elected en bloc for a further year. With Graham's resignation, there is now a vacancy for one member.</p>
<p><b>7. Election of Officers</b></p>	<p>Diane Smith (chair), Sue Brooks (Treasurer) and Jackie Clark (secretary) were re-elected en bloc.</p>
<p><b>8. AOB</b></p>	<p>There was none.</p>
<p style="text-align: center;"><b>In the absence of any further business, the meeting closed at 7.43p.m</b></p>	

**KETTLEBURGH VILLAGE HALL**

**REGISTERED CHARITY NO: 1156749**

**CHAIRMAN:**

**MRS DIANE SMITH  
TREVANE  
CHURCH ROAD  
KETTLEBURGH  
NR WOODBRIDGE, SUFFOLK  
IP13 7LE**

**CORRESPONDENT:**

**MRS SUSAN E BROOKS  
ORCHARD END  
CHURCH ROAD  
KETTLEBURGH  
NR WOODBRIDGE, SUFFOK  
IP13 7LF**

*Independent Examiner:*

*Mrs P C Booth, ATT(Fellow)*

*The Timbers, Church Road, Kettleburgh, Nr Woodbridge, Suffolk IP13 7LE*

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**KETTLEBURGH VILLAGE HALL CHARITY NO: 1156749**  
**STATEMENT OF INCOME AND EXPENDITURE**  
**YEAR ENDED 31 DECEMBER 2021**

<b>Income</b>	<b>2021</b>	<b>2020</b>
Hire charges	1463.00	468.00
Fete	0.00	0.00
Less extra expenses		
Less PCC s 1/2 share	0.00	0.00
Recycling	0.00	313.58
Donations	0.00	13.43
Fund Raising events	334.50	0.00
Keep Fit	0.00	274.50
Coffee Mornings	59.23	148.50
Grant (Covid)	0.00	10000.00
Pantomime Income	0.00	114.00
Interest	0.00	0.00
	<u>1856.73</u>	<u>11332.01</u>
<b>Expenses</b>		
Water & Sewer	225.88	220.84
Electricity	0.00	793.70
Caretaker & Cleaner	551.41	243.94
Insurance	1090.34	1036.79
Licences	49.84	128.40
Miscellaneous	55.92	56.59
Keep Fit trainer	0.00	500.00
Fund raising expenses	0.00	0.00
Panto expenses	0.00	66.00
Shed	402.00	7772.80
Reps/Maintenance		1036.79
Toilets refurb	0.00	4.34
General R&M	689.30	
	<u>-3064.69</u>	<u>-11860.69</u>
<b>Profit/Loss for year</b>	<b><u>-1207.96</u></b>	<b><u>-528.68</u></b>

**STATEMENT OF FUNDS**

	<b>2021</b>	<b>2020</b>
Petty Cash	19.54	27.46
Bank cu ac	14558.01	15758.05
	<u>14577.55</u>	<u>15785.51</u>
Movement in funds	<u>-1207.96</u>	<u>-528.68</u>

7.2.22

**Treasurer: Susan E Brooks**

*S Noels*

**Independent Examiner: Persephone C Booth, ATT(Fellow)**

*Persephone Booth*