

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 10 May 2023 at 7.30pm in the Village Hall

Present: Andy Barton, Sue Brooks (Treasurer), Jackie Clark, Nora Duckett, Shelley Eaton (Secretary), Patrick Garland, Joan Mealing, John Mealing, Diane Smith (Chair), Malcolm Todd, Simon Warriner.

1. APOLOGIES:

John Brooke, Peter Dring,

2. MINUTES OF LAST MEETING:

The minutes of the meeting held on 15 March 2023 were agreed and signed as a true record.

3. MATTERS ARISING:

No issues other than those addressed in the following agenda items.

4. TREASURER'S REPORT:

Sue reported last Quarter funds total £13715. This quarter upto 09/05/23 the funds were £13453, with £250.00 payment due for East Suffolk re the election booking means we have approximately maintained our funding level to the last quarter.

Sue's report is attached to these minutes.

5. REVIEW OF POLICIES:

Diane led committee members through the existing policy documents, followed by committee discussion. The policies are generally robust, but issues were identified; needing some update and/or omissions addressed as follows:

- John M advised that the annual risk assessment would be taking place shortly (May 23)

ACTION John M

- John M is detailed in the documents as the Test Manager including maintaining the first aid kit (located on the kitchen windowsill). The accident report book is with the First Aid Kit. Malcolm highlighted the need to also report 'near misses' too. Any accidents/near misses should be reported to the Chair in case action is required to mitigate /avoid any repetition.
- Sue raised a query related to conditions detailed in the recent buildings insurance schedule, particularly in relation to felt roof inspections. There is now a requirement for the relevant roofs (ie kitchen and front porch/hallway) to be included in our assessments, include a 5 yearly schedule of inspection by a qualified professional. It was believed the last informal inspection was conducted by Gary Meadows during the recent painting work. (NB The next insurance review is September 23 and so an inspection will be required over the summer/Early Autumn)

ACTION Patrick & Simon to discuss and identify a suitably qualified Builder/Property Surveyor.

- Working at height , use of ladders, including use of equipment by contractors check that this is adequately covered in the policy and assessment documents.
- Add a section in the Risk Assessment schedule headed 'Outside Area' to include inspection of the shed and consideration of the pedestrian/paving and access including the footbridge access (which is a Village Hall responsibility)

ACTION Shelley, Diane to redraft the existing documents to address the above issues and forward to **John M/Patrick** for review/amend/additions. The updated documentation to be brought to the next meeting.

6. SCOUTS UPDATE:

Clare Catton (Group Chair) requested access to check out and clear their equipment on the 9th May. They have confirmed they will not use the hall over the Summer. All keys have been returned and the cupboard cleared. We have yet to be advised if they will return in the Autumn. Andy was in attendance on the evening with the scouts. Very many thanks to both Andy and those from the scout group who helped to clear the hall.

7. EVENTS/FUNDRAISING:

Joan advised that the village Fete is not now going to be held this year.

Formation of an Events subgroup to facilitate more events was suggested and agreed. As most events are to be held for the joint benefit of The Village Green Trust, The Village Hall and the Church, it was proposed that there should be a core representative from each body; although help was offered from several committee members to be co-opted as needed/per event.

ACTION Joan to progress. Sub Committee Members: Joan (Village Green Trust) Malcolm (Village Hall) and Julie Duckham had been approached to represent the Church.

All of the dates below are subject to confirmation for clashes with any existing confirmed bookings.

ACTION John B

- Bingo Evening – 24th June (provisional date?)

Nora had conducted some research to check out how we put on this type of activity. It was thought it may be a popular event supported by some residents, if well publicised. Malcolm volunteered his services 'to call' on the evening. It was suggested that Graham Hillier may be a contact for equipment; a rack would be required to check for winning lines etc. John M mentioned a possible useful contact at the Golf Club. It was noted that cards etc are available online etc.

ACTION Nora to progress the event and discuss further with Malcolm and John M as needed.

- Strawberry Afternoon Tea – 16th July

Joan and Julie Duckham are working together for this afternoon event. This will be a joint venture with the church.

ACTION Joan (Julie)

- 'Man in the Hat' / Country & Western Evening – TBA

Joan reported that despite multiple attempts she had been unsuccessful in pinning down Leighton Page for a date. Joan will continue to confirm his availability before suggesting a date for this event.

ACTION Joan

- Annie (Threadkell) with her Organ – 7th October

Annie has offered a reduced fee £180.00 (her usual fee is in region of £300 for an evening event.) As soon as the event information is available it would be helpful to promote widely to ensure successful fund raising.

- Talk on Conservation and Farming – End of October /Early November

Diane's son in law, Patrick Barker, has offered to give an illustrated talk on this subject.

ACTION Diane to agree a date with Patrick Barker, subject to confirmation with John B.

- Christmas Fayre – 1st Weekend in December (2/3rd? tbc)
- Race Night -
On hold at present as many other events underway

Next Year Dates:

- Curry Night – 27th January 2024
- Mothers Day Afternoon Tea - 10th March 2024

8.RECORD OF INSPECTIONS AND TESTS REVIEW

John M reported that the monthly tests are complete and up to date, subject to the revisions as detailed in item 5, above.

- Annual fire alarm test will be conducted this Friday (12/05/23)
- PAT testing is due in June. (The 5 year electrical test is due in 2025.)

ACTION Andy (will include a check on the randomly working ceiling light to see if he can resolve). – Andy to request attendance from any committee member if needed whilst working at height (if alone).

- There are still some issues with the clock; new batteries have been installed and will be monitored as it may not be necessary to have the 2 clocks if it becomes an issue.

Action Andy/John B

- Security – the keypad failed to work correctly to give access for the election hire. John B resolved the problem on the morning of the hire. John M has identified that the box is probably too small to hold the key and so a larger keypad is required.

ACTION John B to source and arrange for installation of larger keypad box.

9. AOB:

- Joan & Diane had attempted to purchase the proposed new curtains but been unsuccessful; an additional shopping trip will be undertaken..

ACTION Joan, Diane

- Simon advised that Marlesford VH committee had successfully submitted £10k funding bids to the National Lotteries Community Funds with relative ease and proposed we should consider submitting a bid. Topics for bids would most likely include refurbishment/ capital projects and or possibly could look at projects such as solar panel installation and or wifi option?

ACTION Sue who will look at the Lottery website and research the forms and advise what may be required to work up a successful bid.

10. DATE OF NEXT MEETING: Wednesday 12th July 2023 at 7.30pm

The meeting closed at 8.35pm.

Treasurer's Report Quarter 2, 2023

Statement of Funds 9th May 2023

Current Bank Account	£13448.10
Petty Cash	£5.21
Total	£13453.31