

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 08th November 2023 at 7.30pm in the Village Hall

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

1. APOLOGIES:

Jackie Clark, Peter Dring, Malcolm Todd

2. MINUTES OF LAST MEETING:

The minutes of the meeting held on 13th September 2023 were agreed and signed as a true record.

3. MATTERS ARISING:

- Thanks were recorded to Patrick for sandbags and Simon for diverting water down the hill away from the Hall during the recent bad weather.
- The addition of a postbox, fixed adjacent to the front door, for the collection of Parish Council surveys was agreed (via email to committee members prior to the meeting)

4. TREASURER'S REPORT:

Sue reported funds to 08/11/23 totalled £12817, including the profit from the 6/11/23 fund raiser.

- As agreed in previous meetings Sue has completed the annual insurance with Zurich and the new liability certificate is now on display.
- Also as agreed in previous meetings the Electricity Contract has been renewed as discussed.
- There was a brief discussion regarding flooding. We are not covered for this particular risk which was generally felt to be not worth the considerably higher premiums this would demand.

5. INSPECTIONS & TEST REPORTS:

John M reports that all usual checks are upto date to November 23

- We had received a phone call from Flameskill requesting another test. However, this is not necessary yet, as we are only required to monitor every 12 months. John will continue to monitor and ensure testing as legally required. (NB this is not required /detailed in the Insurance schedule either)

Action John

- It was noted that bulbs were out again.

Action Andy

(See also discussions under Lottery funding etc below)

6. EVENTS/FUNDRAISING:

- **Music Evening** 7th October – 7.30pm to 10.30pm
The Annie Threadkell Evening had been successful, enjoyable and entertaining evening although numbers were disappointingly low. (18 people) – The door money covered annie fee and a profit of £94 including funds from the raffle was made. It was suggested we consider the event for the same time again next year.
- **Curry Night** is confirmed for 27th January 2024
- **Talk on Conservation and Farming** – this is now moved to Springtime/March a better time for the topic.

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

- **Christmas Fayre** – has been postponed to Next year with formation of a working party to start planning early in the year.
- **Christmas Tree Lighting Ceremony** - Friday 1st December.
The tree is ordered and Patrick has kindly agreed to put it up with assistance from Trevor; probably during the Friday coffee morning. Decorating the hall is also suggested for the Friday morning. Shelley has decorations as required and any assistance by committee members would be appreciated if they are attending the coffee morning.

Committee members who can help on the evening should arrive by 5pm with the 'lighting' taking place at 5.30pm. This will be followed with mulled wine and mince pies. All committee members are asked to supply a box of mince pies. We hope to have guitars and carol sheets. Diane to liaise with Jackie re background music for the hall, possibly from Jim Duckham.

Action All – Supply of Mince Pies

Action Diane – buy Mulled wine and liaise with Jackie re the evening.

Action Shelley – Decorations to the hall for Friday morning coffee morning to decorate inside the hall. Notice to Sonia for posting in PEDL emails.

Action Jackie - song sheets for carols. – contact guitar players.

7. 2024 – 100 year anniversary of the Village Hall

- A general discussion was held in particular referencing possible useful contacts and emphasizing the need to keep sourcing information and contacting residents particularly those who has been in (families of) the village for a long time. Suggested contacts include John Bater, Phillip Tallant, Bridget, Dina Reed, Kevin More, Maggie? Jean, and Paul Meadows. Check with Paul Norman (as a Trustee)
- Old paperwork needs to be checked for the actual anniversary date, although the celebration event date may well be influenced by the (hopefully successful) lottery grant application.
- Need to agree a lead committee member for the event as well as

Action Shelley to ask Sonia to request information, documents, photographs via the Village PEDL emails; Contact Paul Norman and Louise Clark

Action Diane to follow up with Persephone regarding documents and or make contact directly with Wickham market archive

Action Simon to check through his paperwork,

8. LOTTERY GRANT Update

- Sue B has put together most of the information needed for application forms and is now awaiting the release of information from 15/11/23. Sue had spoken to Aaron Nobbs regarding lighting and heating (as our priority projects). Aaron recommends LED lighting systems offering improved lighting and energy efficiencies. He is contacting various suppliers for information and costs (tba) Andy agreed to provide a quote too.

Action Andy

- Diane has been passed, by a Parish Councillor member, a letter from Owen Grey (Councillor Framlingham Ward) inviting bids for funding from the Enabling Budget. We should apply and expect from previous knowledge that a possible £500 grant maybe available that could cover and reasonable chunk of the initial lighting upgrade.

9. AOB:

- John B advised we have been approached by The Forest School (usually held in woods and the end of Tank Road) for hire of the hall on bad weather days as needed. Probable times Wednesdays 9.30 to 2.30pm. Need a days notice and will pay the standard hire fees. Diane, Sue and John agreed to be points of contact. Sue will bill retrospectively as these were by their nature likely to be last minute bookings.

10. DATE OF NEXT MEETING:

Wednesday 31st January 2024 at 7.30pm and

The AGM to be held on the 13th March 2024 (followed by a committee meeting)

The meeting closed at 9.10pm.