

KETTLEBURGH VILLAGE HALL COMMITTEE

Minutes of the Meeting held on Wednesday 19 June 2024 at 7.30pm

Present: Andy Barton, John Brooke, Sue Brooks, Jackie Clark (minutes), Peter Dring, Patrick Garland, Joan Mealing, John Mealing (chair), Diane Smith

1. APOLOGIES:

Nora Duckett.

John M. will contact those not present who were unable to attend our Annual Meeting, to confirm whether they are willing to remain on the committee. Action John M.

2. MINUTES OF LAST MEETING:

The minutes of the meeting held on 13 March 2024 were agreed and signed as a true record.

3. MATTERS ARISING:

There were none.

4. TREASURER'S REPORT: (attached to these minutes)

Sue reported our financial position for Quarter 2 of 2024: total funds stand at £29,334. This total includes two recently awarded grants - £16,000 from The National Lottery "Awards for All" towards our Energy Conservation and Renovation Project, and £500 from our District Councillor, Vince Langdon-Morris towards our Centenary Celebrations this year.

5. KVH REFURBISHMENT PROJECT, with details of GRANT FUNDING:

Sue was pleased to report that we have been awarded a grant of £16,000 towards our refurbishment project from the National Lottery Community Fund. Due to purdah restrictions, this will not be publicly announced before the General Election on 4 July. There is a two-year time frame for the spending of this grant. Within the application the following sums were allocated: £10,000 for replacement windows; £4,000 for drainage; £2,000 for energy efficient heating adjustments, but there is room for adjustment of these amounts. After a discussion on how we should proceed, the following steps were decided:

- Priority should be given to ascertaining that **drainage** is fit for purpose, lessening the possibility of future flood incidents. Andy reported that an independent drain survey would cost in the region of £800-900. Patrick, Andy and John M. will meet on-site to document what we do know about present drainage, to enable a decision about how to proceed. Action Patrick, Andy, John M.
- It was agreed that the quotes received for **window replacement** should be revisited for an updated price. As these quotes gave amounts for discrete replacements (kitchen, lobby, toilets, hall) it will be possible to schedule the work in stages if necessary. Action Diane, Sue.
- In order to reduce heat loss, Andy will check the roof void and investigate the possibility of **insulating the roof space**. Action Andy.

A further project will be to redecorate the interior of the hall. Patrick also noted that a sum of money needs to be allocated for making good after the refurbishment work is completed. Diane suggested that Viridor could be approached for further grant funding. It was agreed that we will need to work around planned bookings of the hall when fixing dates for work to commence. John M. once again thanked Sue for her efforts in obtaining this grant which will enable much needed refurbishment.

6. CENTENARY CELEBRATIONS:

Sue reported that we have received a grant of £500 towards expenses for the centenary celebrations from our District Councillor Vince Langdon-Morris. The following decisions were made:

- An evening event will take place on Saturday 26th October.
- There will be display boards for records of village hall history and other relevant articles. Jackie will send Patrick contact details for Peter Driver, Katherine Darton and Elie Sharatt. Patrick will then liaise with them and Ed Jardine, with a view to creating posters similar to the excellent work produced for D-Day. **Action Jackie, Patrick.**
- The stage area will be set up as a typical 1924 living room.
- There will be a free meal for those attending and a pay bar.
- Joan will head up a sub committee to plan the event comprising Sue, Diane and Jackie. **Action Joan, Diane, Sue, Jackie**

7. EVENTS/FUNDRAISING:

Past events: Farming Alongside Wildlife – thanks were expressed to Diane and helpers for organising a most successful evening with Patrick Barker (her son-in-law) talking about his experiences of Farming Alongside Wildlife. The evening raised £460 for Village Hall funds and attracted folk from outside the village as well as those living locally.

D Day Celebrations – organised by Kettleburgh Parish Council, this event was a successful village venture held on 6 June. There was also a Village Green family picnic day on 9 June.

Future Events: Bingo Night – John M. will contact Malcolm and Nora to ascertain their availability before further plans are made. **Action John M.**

Christmas Tree Lighting – Saturday 7 December was fixed for this event.

8. INSPECTIONS & TEST REPORTS:

John M. reported that all tests are up to date. Andy will do PAT testing this month. **Action Andy.** John opened a discussion about the need for an automatic sensor for the porch light, required for safe access to the defibrillator in case of it being needed during hours of darkness. After some discussion it was agreed that Andy will research and cost this project and hopes to report back with a solution that will enable suitable lighting conditions for hall users and emergency defibrillator access. **Action Andy.**

9. AOB:

- John M. asked for the committee's views on the display of the portrait of King Charles III. It was agreed that for an interim period it would be displayed in the lobby, with its position reconsidered after refurbishments were completed.
- Sue noted that our hall insurance is due for renewal in September. She will report to the next meeting with findings.
- Jackie passed on a request from Brandeston Fete Committee for the loan of 6 of our hall tables for their fete on 22 June. It was agreed, with the following conditions: the tables should only be used under cover (eg gazebo/marquee); they will be kept indoors overnight; any damage will be recompensed to KVH. We would also welcome a donation for their loan. **Action Jackie.**
- Jackie advertised a forthcoming Strawberry Tea on 21 July, organised by St Andrew's Church. Andy offered to take a poster for display in his wife's shop in Framlingham.

10. DATE OF NEXT MEETING:

Wednesday 4th September 2024

The meeting closed at 9.10pm.

Treasurers Report Quarter 2 2024

Statement of Funds 18/06/2024

Current Bank Account - Unrestricted funds	£12,818.83
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Petty Cash	£15.21
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Sub Total	£12,834.04
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Restricted Funds

National Lottery "Awards for All"

Energy Conservation & Renovation Project	£16,000
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East Suffolk "Enabling Communities Fund"

KVH Centenary Celebrations	£500
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Total	£29,334.04
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