

KETTLEBURGH VILLAGE HALL
MINUTES OF THE ANNUAL GENERAL MEETING HELD ON
WEDNESDAY 13 MARCH 2024 AT 7 pm

Those present	Andy Barton, John Brooke, Sue Brooks, Jackie Clark, Patrick Garland, Joan Mealing, John Mealing, Diane Smith, Malcolm Todd.
1. Apologies	Peter Dring, Nora Duckett, Shelley Eaton
2. Minutes of the last AGM	The Minutes of the AGM held on 15 March 2023 were approved and signed as a true record.
3. Matters Arising	Diane thanked Jackie for agreeing to take minutes for this meeting.
4. Chair's Report	<p>The Committee held seven meetings during 2023. Shelley Eaton joined us to take on the role of Secretary, unfortunately due to personal reasons she had to withdraw at the end of the year.</p> <p>We started the year with a very successful Curry Evening which was enjoyed by all, many thanks to all those involved. Several other events have taken place in the Hall over the year: local elections, Scouts for part of the year, Bingo evening, Parish Council meetings, private parties, Afternoon tea, Cycling event, Village Produce Show, Cretingham Church socials, Garden Furniture Sale, Quiz, music evening and finally the lighting of the village Christmas Tree. This event was very well attended and finished the year off well. Our coffee mornings were held every month; our thanks go to Joan, Persephone, Rob and Amanda for making these mornings so enjoyable, a very good community get together for a chat.</p> <p>There was no Fete again this year, due mainly to the Coronation celebrations.</p> <p>Joan and I went to search for material for new curtains, the end product looks very attractive. Many thanks to Joan for making them for us.</p> <p>The Scouts left us at Easter for a new venue which suited their needs and growth much better than our Hall. We were sorry to see them go, but fully understood their reasons.</p> <p>The Committee's aim is to improve the heating and have double glazing fitted to help with insulation where possible. Our Treasurer is looking at obtaining grants to cover costs, and three quotes have been gathered for the double glazing. The Hall lights have been renewed and have created a much better atmosphere. Thanks to Andy for this.</p> <p>The Village Hall will be 100 years old in 2024 and it is our aim to hold an exhibition to show the history of the Hall.</p> <p>Another monthly event will be held in the Hall next year, a soup lunch which will be organised by John Brooke and Rowena, we thank them for their great idea and are sure it will be a great success, another opportunity for the community to get together.</p> <p>2023 will be my last year as Chairman. I would like to thank the committee for their help and support during my time as Chairman, special thanks must go to Sue our Treasurer who does an awful lot of work getting the best deals and contracts for us.</p> <p>Thank you all. <i>Diane Smith</i></p>
5. Treasurer's Report	<p>Thank you to Persephone Booth for once again independently auditing the accounts for the year Jan-Dec 2023.</p> <p>The headline outcome is that at the year end funds were £12,267. Although this is £496.50 less than at the end of 2022, it is a good outcome, because we managed to reduce our expenses and brought in enough income to cover our major costs.</p>

	<p><u>Income</u></p> <p>Hire costs were less than last year, mainly due to a loss of income from regular hirers - the Scouts stopped using the hall from quarter 2 and Framlingham Amateur Dramatics and the Craft Club are no longer active.</p> <p>In 2023 we held four fundraising events, two of which raised money for just for the hall: Bingo and the Annie Threadkell music night. The profits from the Curry night and Afternoon tea events were shared with the Village Green and St Andrew's church.</p> <p>The resultant total funds raised for the Village Hall was £651.51</p> <p>The Coffee mornings continued as a successful social event and also raised £466.15 during the year.</p> <p><u>Expenses</u></p> <p>Fewer hirers resulted in lower cleaning costs, we also saw a reduction in our water and sewage costs and licence costs. However, due to the extraordinary increase nationally in fuel costs, and despite a competitive contract, as predicted, our electric bills greatly exceeded 2022.</p> <p>Our incumbent insurer quoted an unrealistic price for a gold plated renewal. We sought and found an alternative insurer at a much cheaper price for more basic cover.</p> <p>Our general repair and maintenance costs covered improved lighting and new curtains, plus regular repairs. The Miscellaneous cost is for the Christmas tree.</p> <p>Our auditor has suggested we seek clarification over the receipt of recycling income as we have in the past benefited from the glass collections.</p> <p><i>Sue Brooks</i></p>
6. Election of Committee Members	The present committee was re-elected en bloc for a further year. The committee has its full complement of thirteen members.
7. Election of Officers	John Mealing was elected as our new Chairman. Patrick agreed to continue as deputy Chairman. Sue Brooks was re-elected as Treasurer. Jackie agree to act as Minutes Secretary until a new secretary is found.
8. AOB	<ul style="list-style-type: none"> With regard to the query from our auditor over recycling income, it was noted that in the past the income was from the paper bank. This facility has been withdrawn, as paper is now collected by East Suffolk Council (ESC) along with other recycled rubbish. Sue will however seek clarification from ESC about whether we should be receiving income from the glass recycling. Joan added that there will be some income (shared between the Village Hall, the Village Green and St Andrew's Church) from the clothes bank recently installed in The Chequers car park. Sue noted that at present she is the lead for correspondence with the Charities Commission. She will transfer this role to a new secretary when one is found
In the absence of any further business, the meeting closed at 7.25p.m	

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)

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KETTLEBURGH VILLAGE HALL CHARITY NO: 1156749
STATEMENT OF INCOME AND EXPENDITURE
YEAR ENDED 31 DECEMBER 2023

<u>Income</u>	<u>2023</u>	<u>2022</u>
Hire charges	1872.00	2041.75
Recycling	0.00	0.00
Donations	0.00	51.00
Fund Raising events 1239.64		0.00
Less share PCC/VGT <u>-588.13</u>		
Net Fund Raising	651.51	
Coffee Mornings	466.15	554.06
Interest	0.00	0.00
	<u>2989.66</u>	<u>2646.81</u>
<u>Expenses</u>		
Water & Sewer	277.73	401.93
Electricity	896.71	536.93
Caretaker & Cleaner	626.91	1107.62
Insurance	405.69	1225.96
Licences	77.40	140.20
Miscellaneous	50.40	550.40
Fund raising expenses	0.00	0.00
Reps/Maintenance		
General R&M <u>1151.32</u>		<u>497.08</u>
	<u>-3486.16</u>	<u>-4460.12</u>
Profit/Loss for year	<u>-496.50</u>	<u>-1813.31</u>

STATEMENT OF FUNDS	2023	2022
Petty Cash	15.21	5.21
Bank cu ac	12252.53	12759.03
	<u>12267.74</u>	<u>12764.24</u>
Movement in funds	<u>-496.50</u>	<u>-1813.31</u>

4.3.24

Treasurer: Susan E Brooks

Independent Examiner: Persephone C Booth, ATT(Fellow)