

## KETTLEBURGH VILLAGE HALL COMMITTEE

### Minutes of the Meeting held on Wednesday 13th September 2023 at 7.30pm in the Village Hall

Present: John Brooke, Sue Brooks (Treasurer), Jackie Clark, Peter Dring, Shelley Eaton (Secretary), Patrick Garland, John Mealing, Joan Mealing, Diane Smith (Chair).

#### 1. APOLOGIES:

Andy Barton, Simon Warriner, Nora Duckett

#### 2. MINUTES OF LAST MEETING:

The minutes of the meeting held on 12 July 2023 were agreed and signed as a true record.

#### 2. MATTERS ARISING:

*Best wishes were recorded for Malcolm and his family for the recent tragic loss of his lovely wife. They are all in our thoughts.*

No other matters arising not otherwise covered elsewhere on the agenda.

#### 4. TREASURER'S REPORT:

Sue reported Quarter 3 funds (01/07/23 to 11/09/23) total £13423.88.

- Insurance - the existing policy finishes the end of September. The renewal quote from the broker is significantly higher than last year and proposes a move to a new Insurer with more comprehensive cover. However, it includes as standard a number of items we do not need (bouncy castles, outside space, bar etc).

Alternative quotes have been sourced for a more relevant policy, and in addition, with the professional guidance of Peter Dring, we have been able to establish the latest rebuild value of the hall & shed.

Sue outlined an initial proposal received from Zurich Insurance which does not cover use of deep fat fryers in the kitchen, contact sports activities such as karate or activities involving bouncy castles, all of which have a significant impact on premiums.

Organisations are required to hold their own insurance to cover particular risks relating to the activities they conduct during their hire.

After discussion, It was agreed that Sue should progress to a final recommendation with confirmation notification to Diane, Patrick and Peter.

**ACTION Sue** (With consultation as needed)

- Electricity Contract due for renewal Nov 2023. Sue has received renewal prices which are 58% lower than last year. (pre last year's Government pay back scheme). This is consistent with expected reduced energy supply pricing and is a competitive quote. Delegated power was given to Sue to proceed based on the quote.

**ACTION Sue**

## 5. INSPECTIONS & TEST REPORTS:

- John M reports that all usual checks are upto date to August 23. September checks t be completed shortly, although nothing of significance had arisen to date as far as he was aware.

**ACTION John M.**

## 6. EVENTS/FUNDRAISING:

- **Bingo Evening** – 24th June – The profits previously noted in the last minutes (£254.23) were included in Quarter 3 financials.

- **Afternoon Tea** – 30<sup>th</sup> July

Joan and Julie Duckham worked very hard to produce a fine quality afternoon but sadly the numbers were not as high as expected which resulted in surplus stocks. There was also some feedback that the tea was perhaps considered too highly priced for some members of the village and maybe there could be some thought put into how all budgets could be accommodated in subsequent years.

It was agreed that the teacup costs now used at the coffee mornings should be accounted for as a capital cost.

The conundrum of balancing upfront costs with income is an ongoing difficulty. It was generally felt to be a good event for the village if it could be profitable without upfront costs risking event profit. There was discussion on perhaps a longer lead in time; improved repeated publicity; advanced ticket sales to guarantee numbers; budgets agreed in advance at committee meetings prior .... Perhaps tickets could be on offer at preceding coffee mornings and other village events and or perhaps a Village Hall Fundraising Facebook book page could be set up to promote events to wider/younger audiences and enable electronic collection of monies?

Next year's Afternoon Tea was proposed for Mother's Day (10/03/2024) hopefully attracting younger and more families.

It had been agreed that the profits from this year's event would be divided 3 ways (VH, Village Green and Church)

After settlement of invoices, money received in the bank was £84.31 from which £21.34 was deducted to offset the Village Hall overhead costs and so it was agreed to forward £21 each to the Church and Village Green Trust ( £84.31 - £21.34 = £63/3)

- **Music Evening** 7<sup>th</sup> October – 7.30pm to 10.30pm

Annie Threadkell ~ A live music and dancing evening including vocals & keyboard; all kinds of popular music, by request and to suit every taste; from the 40's & 50's through to Ed Sheeran! The event will be a BYO event to keep costs to a minimum. A raffle should be organised. It was noted that time is running a little short to promote and we need to urgently contact Annie for her bio/promotional info and produce posters. As a priority we need something to go to Sonia to post on the Parish email/newsletter and if possible contact Caroline Wheeler-Rowe to promote on a possible facebook page she may (or may not) have for the village. Circulate to committee members to promote as speedily and as far as possible. Shelley to liaise with Joan and Diane for contact details for Annie and draft posters etc

**ACTION Shelley**

Ongoing:

- **Quiz Night** - It was proposed we try another Quiz in November; possibly 17<sup>th</sup> or 24<sup>th</sup> but Jackie will check others happening locally before circulating a date; particularly Angus, as it was believed he had one already organised maybe at a similar time?

Maybe an added incentive to join in, and to boost profits, we should include supper using our stock of cheese and beans as filling for jacket potatoes? This should be a low risk additional cost and use the potato oven at our disposal!

**ACTION Jackie**

- **Talk on Conservation and Farming** – this is now moved to Springtime, which maybe a better time for the topic and to avoid a clash with a November Quiz. 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** – It was suggested that this should be tied into the Christmas Tree lighting event Saturday 2<sup>nd</sup> December. Given the short lead in time for crafters and others to make things to sell it may be difficult to get many people on board for renting out tables/space. Julie and Angela had volunteered to help. However, it was noted that Joan is away in early December and may not have much time to commit to the project. Shelley has previously offered second hand Christmas decorations which can either be used by the village or sold at the Lighting of the Tree event to raise funds and is also willing to try and support Julie and Angela.

**ACTION Joan & Shelley** to meet up with Julie & Angela asap to discuss and see if there are enough people willing to commit time to plan, budget and organise and promote a fayre.

- **Possible Curry Night** – 27th January 2024

## **7. 2024 – 100 year anniversary of the Village Hall**

- An early discussion was held on how we might progress this significant event for the Village. Given the, hopefully successful, Lottery Grant Application and subsequent works (likely to be next summer) the timing of this will probably need to be in the Autumn. It could well be an opportunity to have a grand 're-opening' after the works have been completed.
- Various people should be contacted for photos so that an exhibition could be set up in the hall; (Persephone, John Bater, Bridgett, British Legion for war years history?, Lou Clarke re her grandfather. It is thought that Wilder Woodland records went to Wickham Market Library.
- A Lead/Co-ordinating Committee Member should be decided at the Next meeting to consider what if any other activities should happen... Village dance? etc

**ACTION Diane and all** committee members to consider any contacts they may have.

## **8. LOTTERY GRANT – Aims & Objectives**

- Sue B has put together the initial application forms. On registering she was advised of a date cycle change. National Lottery Fund Awards4All notified that £20K over a 2year project (double

the money and double the time to spend) will be available from 15/11/23 and so it was agreed to now work towards that date getting as much information together for Sue as soon as possible given this relatively short lead in time and we will be competing with lots of other charities at the beginning of a new funding round.

- Diane had been successful in securing several visits to discuss quotes for double glazing and we now have initial quotes which range from £8,900 to £9,400 which were generally agreed to be a favourable budget given the works we would like to cover. These initial quotes are sufficient for the application process; but assuming we are successful it will be very important to go back to all these suppliers and pin down all the picky details so that we had covered everything we needed to complete the project.
- We have been unsuccessful in securing any detailed information or quotes needed for the very important elements of heating and lighting. It was suggested that we approach more local suppliers/experts such as Hudsons, Trevor Spink and Aaron Nobbs.

**Action Sue** with assistance from Patrick/Diane and Peter as needed/able to support

#### 9. AOB:

- **6<sup>th</sup> June 2024 D – Day celebrations** - we have been forwarded information by the Parish Council regarding possible funding opportunities for the village, and to take part and contribute to a Village event. This will be held on the Village Green. the Hall could be on standby for hire if inclement weather. (although the village does now have marquees etc for events).

Funding items that should be considered as well as activities themselves:

Loos on site for the event

Display boards/panels

Possible activities suggested were an exhibition of memorabilia and or photographs; a possible 40's themes tea-dance; activities similar to the QE2 70<sup>th</sup> jubilee /coronation events

It may be worth checking with older members of the parish for information about any activities in the village that happened . – eg home guard? Anyone locally join the flotilla to bring soldiers home? We have war graves in the churchyard - are there any relevant records?

- **NB** *This conversation ran into the 2024 Anniversary Celebrations and so some of this may be more relevant to that item (Agenda Item 7 - 100 years anniversary)*

**ACTION Diane** – to maintain contact with the Parish council to see if and how the village hall may benefit, receive grant funds and or help with the event. Also to check with the Parish Council who is actually leading the even, as historically things have sometimes stumbled/been delayed between various organisations in the Village.

**10. DATE OF NEXT MEETING:** Wednesday 8<sup>th</sup> November 2023 at 7.30pm

The meeting closed at 9.15pm.