



Kelsale Village Hall

Registered Charity No. 267376

Kelsale Village Hall Management Committee Meeting Saturday 10 April 2021 via Zoom at 10.30 am by Zoom

The Chair (MC) opened the meeting at 10.30 am and welcomed those present.

Present: Trustees Chris Burslem (CB), Mary Clarke (MC), Peter Ewart (PE), Simon Ransome (SR), **Committee Members** Bertie Buttle (BB), Liz Flight (LF) and Kerry Vince (KV) **Public** David Granville-George (DGG).

1. **Apologies for absence:** Julia Ewart (JE), Simon Francis (SF), Caroline Harker (CH), Elizabeth Masterton-Smith (EMS), Kayleigh Stubbs (KS).
2. **New Committee Member** MC proposed and PE seconded that DGG should be welcomed to rejoin the Committee and MC expressed thanks to DGG for agreeing to be part of the Committee once again. Also EMS has emailed MC to say that she is hopeful that a new PCC member for the Committee will be located shortly.
3. **Declarations of Interest:** None
4. **Minutes of the last meeting:** MC proposed, PE seconded and all approved the minutes from the last meeting on 3 March 2021.

Matters arising

There were no matters arising – all dealt with elsewhere in the agenda.

5. **Treasurers Report**

- PE updated the Committee on the state of the finances of both the Hall and 100 Club and his reports are attached. The current position following Covid-19 Grants from East Suffolk is that we have more than £22,000, which is pleasingly healthy. This includes the funds held in the COIF account. PE will copy the latest bank statement to MC and any member of the Committee is welcome to ask for a copy.
- Payment of invoices for fire extinguishers to Waveney Valley Fire was approved (MC proposed and PE seconded) and BB confirmed that KSC had paid the Waveney Fire invoice in respect of the Social Club.
- Rent had been received as usual from KSC. BB reported that Rob Holden was becoming KSC treasurer shortly and that he might prefer to pay rent by standing order rather than by cheque. There was a discussion of the rent book – a historical document, (which dates back to 1967) and the possibility of exhibiting it because of its interest value. The system for paying the rent will be reviewed by KSC and the Club will let us know its views as soon as available.
- DGG reported that 3 new members had applied to join the Hundred Club and the position with more 123 members was good.
- The insurance for the next financial year has been paid.
- MC has applied for an East Suffolk Restart grant of £8000 on 31 March 2021 and it is anticipated that the result of this will be known in the next 4 weeks.
- PE confirmed we would not be left in the lurch without a treasurer and that he will



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continue to act until someone is found. MC expressed the Committee's gratitude for this and reported that despite best efforts no new volunteer had yet been located.

- The Committee had previously agreed that moving the bank account was desirable so that online dual authorisation could be available. HSBC does not provide this. However the Committee has a system where all payments made by PE must be subject to authorisation of unconnected trustees by email before payment can be made. PE's view, with which all the Committee members agreed, is that we should postpone moving the account until a new treasurer is in place and that our current controls are effective in managing our funds.

6. Report on building and update on architect, Tim Buxbaum

- SR reported on his discussions with builders and the problems of finding a builder to undertake necessary repair work. His concern is that builders are reluctant to provide a quotation while the state of repair and necessary works is so uncertain. SR will continue to pursue getting quotations and report to the next meeting.
- The construction of a disabled downstairs toilet is supported by all. DGG raised the consideration of the loss of storage space if this goes ahead. This would be a significant loss for clubs and societies etc. using the hall. SR's view is that much of the space to be taken would be effectively corridor and therefore potentially not such a loss but it will be kept under close review.
- Tim Buxbaum has revisited the building and his drawings are awaited.
- The Post Master has written to indicate support for creating a disabled toilet in the downstairs of the building and agrees that if necessary some of the current post office booth may have to be reduced in size. Pleasingly the Post Master indicated on-going support for the outreach Post Office and that there were no plans to curtail this service. CB raised the important point that if the disabled access toilet is to be provided to ensure that the hall can be used as a place of community respite, then the funding for it should not be at the expense of the Village Hall account and other sources of financial support must be investigated. CB has this in train with our local East Suffolk Councillor, Stephen Burroughes.

7. **Report from the Social Club:** BB reported that the Social Club was hoping to open on 20/21 May and that the AGM will take place provisionally on Tuesday 18 May 2021. He advised on the proposals for membership – either that it should be free or membership fees will be offset against the cost of a drink in the Club, depending on the legal position. KV suggested that a village survey would be helpful in identifying what people would like from the club in the village and also as a means of raising profile and membership and it was agreed that this might be considered, along with the general village survey about the Village Hall. BB suggested the Committee might like to consider providing some social event e.g. disco for children due to age restrictions in the Club. It is proposed that KSC will use Sunday as a family day. BB had investigated the possibility of widening the licensing area to encompass the Village Hall. BB's advice was that a licensee would then have to be named for the whole licensed area. It was agreed that this was too much to ask of volunteers given the strict obligations placed on alcohol licensees and it was therefore agreed that we would work within the ambit of the KSC licence where possible for e.g. joint events. PE suggested that we should have a longer-term vision of a future when the hall might support a paid employee who would be able to act as licensee.



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8. Report from CB relating to Respite Centre

CB delivered the report he had circulated in advance to the Committee dated 22 March 2021 and referenced the importance of securing funding, so that required improvements are not at the expense of the Village Hall – he is in touch with East Suffolk Council about this as referred to above.

9. Social Media, website and KVH use report

KV has done extensive work on the website with a view to promoting, in particular, parties, weddings and business events. She explained her changes and demonstrated the very attractive new format of the website which she will circulate to the Committee, labelling the latest changes as ‘draft’. There was discussion of whether the history of Kelsale by Frank Rowe, ‘Kelsale-cum-Carlton Village History’ by Frank Rowe, published (1st edition) 1997 could be made fully available on the website and whether there were any copyright issues. DGG explained that he recently rewrote the book, and he will assist in getting the book/extracts made available for the website. The consensus is that very small extracts might be made available on the site, advertising where a full version of the history might be obtained.

KV’s vision is that the hall should be ‘dressed’ for various events so photos can be taken. She also believes that the wedding and party offer would be even more successful if we could partner with e.g. hotels, caterers etc. and offer packages. It was agreed that these ideas could be pursued in a subcommittee and KS will be key to this because of her knowledge of who books, the type of events etc. and possibly the availability of photographs. MC will contact KS and KV to set up a suitable time and any other Committee members or supporters are most welcome to indicate interest and join the sub-group. MC expressed thanks for the huge amount of work KV had put into improving the website so significantly. This meeting has now been scheduled to take place on Sunday 25 April 2021 at 10.30 at MC’s garden - Church View, Bridge Street, IP17 2PB – please email kvhchair@gmail.com if you would like to come along.

10. Bookings: KS has received notice that Abiff Lodge wish to resume using the hall from September.

11. Any Other Business

- DGG raised the important issue of hall maintenance and agreed to contact SR with a note on any repairs he has identified as necessary. SR and DGG have since met on site on 13 April 2021 and discussed all necessary work and also the meters.
- In relation to the exterior parking ‘forecourt’ area of the building, MC agreed to bring a report to the next meeting, as this will be an important area visually if we are to hire out the hall for weddings. CB said it was most important that disabled parking was retained there for the use of visitors to the hall. SR said the forecourt was a problem area given the height of the paving, which is impacting on dampness in the hall itself.
- PE suggested that it was appropriate for us to consider the prices charged for hall hire with this to be discussed at the next meeting and MC will contact KS for her views in advance.



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12. **Correspondence** MC updated the Committee on correspondence with the Post Master (referred to above), the police and our insurers, Zurich, and Angeldust about cleaning the hall in advance of reopening.
13. **Date of next meeting Wednesday 5 May 2021 at 7pm – probably via Zoom**

The Chair thanked all who attended for their time and helpful participation. The meeting closed at 12.10 pm.