



Kelsale Village Hall

Registered Charity No. 267376

Kelsale Village Hall Management Committee Meeting Wednesday 5 May 2021 via Zoom at 7pm by Zoom

The Chair (MC) opened the meeting at 7.05 pm and welcomed those present.

Present: Trustees Mary Clarke (MC), Simon Ransome (SR), **Committee Members** Liz Flight (LF), Simon Francis (SF), David Granville-George (DGG), Elizabeth Masterton-Smith (EMS), Kayleigh Stubbs (KS), Kerry Vince (KV). **Public:** Keith Dickerson (KD). **Apologies for absence:** Chris Burslem (CB), Bertie Buttle (BB), Peter Ewart (PE), Julia Ewart (JE), Caroline Harker (CH).

1. **Declarations of Interest:** None

2. **Minutes of the last meeting:** MC proposed, DGG seconded and all approved the minutes from the last meeting on 10 April 2021.

Matters arising

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

3. **Treasurers Report**

- Unfortunately PE was unable to attend the meeting due to a hospital appointment and had sent apologies. MC updated the Committee on the state of the finances of the Hall and confirmed that there remains a healthy balance in the current account.
- DGG reported that the 100 Club has achieved higher membership numbers than at any time previously and MC thanked him and Sue Granville-George for all their efforts to expand the membership. MC explained that she had paid the last month's 100 Club prizes and DGG and LF confirmed that they authorised PE to reimburse MC.
- MC confirmed that the insurance premium for the current year has been acknowledged.
- MC also confirmed that it is expected that a further Covid-19 Business Restart Grant of £8000 will be received from East Suffolk Council but this is still awaited and it is clear there is some delay in payment of the grants by the council.
- MC confirmed she would ask PE for a copy of the latest bank statement and any member of the Committee is welcome to ask for a copy.

4. **Report on Building** SR reported on his continuing 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. SR expressed concerns about the current state of the building and explained that he will arrange for tell-tales to be inserted in the upper floor because he has noticed lifting of the floor in the upstairs area and there may be pressures exerted from the walls.

KS reported that she was concerned that the windows in the committee room did not open in line with the requirements for the next day's use as a polling station. SR confirmed he had



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checked the opening of the windows specifically and they were compliant and with one exception they opened. The polling station required 3 opening windows.

SR also requested that consideration should be given by clubs and societies using the hall to confirm if they intended to continue use and if not, to make arrangements to remove items currently being stored in the hall. The creation of the disabled toilet will increase pressure on storage space, which will be at a premium. Items belonging to the Afternoon Club are in the process of being removed, as this Club is not continuing. KS will make enquiries and report to the Committee about Clubs and Societies that may continue to book and use the Hall.

DGG reported that Edwina Galloway had been in touch about who had repaired the roof and confirmed that the work had been undertaken by Reeds of Aldeburgh.

5. **Report from the Social Club:** BB gave apologies for the meeting and reported by email that the Social Club was hoping to open on 21 May 2021 and that the AGM will take place provisionally on Tuesday 18 May 2021. MC encouraged all present to support KSC's opening event. Rob Holden is due to become treasurer of KSC at the Club's AGM.

6. **Report from CB relating to Respite Centre**

MC delivered CB's report dated April 2021, which he had circulated in advance to the Committee, and a copy is filed with these minutes.

7. **Power4KcC report**

KD kindly attended the meeting and addressed questions, which had been posed by Committee Members. KD agreed that it would be most helpful for BB to contact him to discuss concerns of KSC about the solar electricity generation so he can allay any concerns and answer any issues specific to KSC. KD confirmed a Power4KcC Board Meeting will take place in June and SR will attend on behalf of the KVH Committee. The AGM, when all shareholders can of course attend, is to take place on 3 July 2021 when decisions on items such as payments of any dividends will be made.

KD explained there were 2 identical solar arrays for KVH and KSC. KSC's produces c. 5% less due to being located closer to trees. KSC uses slightly more power because of the beer cooler located outside the social club.

KD confirmed that profits so far have been ploughed back and also used to cover increased costs such as higher insurance premiums. He said it was a matter for the AGM if a dividend were to be paid this year.

The heater in the Committee room was discussed - DGG confirmed it was never warm and KD described that there was a mismatch - i.e. when there is plentiful solar power the heater is less necessary and when it is cold, there is insufficient solar power to heat it. KD kindly agreed to consider the possibilities for grants or other means of covering the purchase of a battery to store power, which would be the best and most worthwhile solution. He also mentioned Tim Roberts who is company secretary of P4KcC who has been incredibly successful in sourcing grants. The problems of finding space for a battery in the hall, were finance to be forthcoming, were noted.

8. **Report on uses of the Village Hall**

KS updated the Committee on the subcommittee meeting of MC, KS and KV held on 25 April 2021. KS said that 3 events were under consideration:

- A produce show in September



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- A quiz; and
- A Christmas Fayre.

All three options were discussed and further planning will be undertaken by the subcommittee before the next meeting, given that time is short to achieve this. KV reported on developments for the wedding offer in the hall and mentioned that she wishes to present packages for events e.g. for drinks and it was agreed it would be most helpful if KSC would let KV have details of drinks packages it might be able to offer for weddings and other events.

KV reported that her partner Ben has succeeded in obtaining a free car boot place at Friday Street and is happy to support our efforts including transporting items to Friday Street. Ben and SR will work on this with KV and any other volunteers with a view to selling as many of the donations we have received as possible since they are currently on the first floor of the hall and the space will have to be cleared in time for when the hall reopens.

EMS reported that the Church has its harvest supper on Friday 24 September and will hold the flower show on the same weekend. There was discussion about combining the produce show for the Hall and the Church events on the same weekend and a decision will be reached about this and whether it can be managed effectively.

KS asked if it was intended to continue the Wednesday coffee morning. She will contact Jenny and John to find out and is happy to volunteer to help with this. MC confirmed she would offer any help KS might want with this.

MC expressed thanks for the work done by KS and KV on reopening event ideas and asked KV to pass on the Committee's thanks to Ben. A subcommittee meeting will be convened and MC will email all the Committee members with possible dates in week commencing 10 May 2021.

LF confirmed that the deadline for Community News would be circulated to all and that she was happy to include information about these events.

9. **Bookings:** KS updated on current bookings including the September Harvest Supper and also a party at the end of August and confirmed she would ascertain which groups intend to continue their use of the Hall. MC offered to help with the phone calls if needed. SF confirmed that the Lodges would recommence their bookings, it was anticipated, in October 2021. EMS will confirm what is required in relation to Messy Church. KS will also find out what is intended re Coffee Mornings.

On pricing, following the discussion last month, KS reported that she felt the pricing arrangements for the Hall were in line with the competition and other local halls and there was no reason to consider increasing. She referred to Westleton Hall which has a much more complex system of pricing and felt that such a system would not serve KVH well.

10. Any Other Business

- MC reported on the outcome regarding CB's request to residents relating to parking outside the Hall.
- Edwina Galloway had circulated a note and details on Welcome Back Funding and MC confirmed she would review this and advise the Committee.
- DGG confirmed he has been given a donation of 4 prints of the village (3 of the hall



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and one of the Lychgate). These were used for the production of notecards in the past and DGG suggested the Committee might like to have the 3 pictures framed and displayed and the Church might like the Lychgate picture. EMS will confirm whether the Church wishes to have the copy.

- Jenny Bridson has keys to the hall and EMS will arrange to return these.
- LF reported that she was following closely guidance on risk management for reopening the hall under the government road map and suggested that we bring the risk assessment and its update to the next meeting as an agenda item. MC thanked LF for her thorough and hard work supporting us on risk management.

11. **Correspondence** MC updated the Committee on correspondence with our insurers, Zurich, and also a request from Suffolk Flora Preservation Trust to use the Hall as their registered address. MC proposed and it was unanimously agreed that this request would be granted and we would work out the detail of how the trust might wish to collect its mail, although at this stage we would not give the trust a key due to the numbers of keys for the hall in circulation.

12. **Date of next meeting Saturday 5 June 2021 at 10.30am probably by zoom.**

The Chair thanked all who attended for their time and helpful participation. The meeting closed at 8.10 pm.