



Kelsale Village Hall

Registered Charity No. 267376

Kelsale Village Hall Management Committee Meeting Wednesday 1 September 2021 at 7pm

1. The Chair (MC) opened the meeting at 7pm welcomed those present and introduced everyone.

Present: Trustees Mary Clarke (MC), Simon Ransome (SR), Chris Burslem (CB), Kayleigh Stubbs (KS), **Committee Members** Elizabeth Masterton-Smith (EMS) (by zoom), David Granville-George (DGG), Caroline Harker (CH), **Public** None.

2. **Apologies for absence:** Simon Francis (SF), Julia Ewart (JE), Peter Ewart (PE), Liz Flight (LF), and Kerry Vince (KV), Bertie Buttle (BB).
3. **Declarations of Interest:** None.
4. **Minutes of the last meeting:** MC proposed, KS seconded and all approved the minutes from the last meeting on 1 August 2021. Matters arising are dealt with in the agenda elsewhere. Keys were discussed and it was agreed that SR would liaise with KS and more would be cut to accommodate increased bookings. DGG will check with SGG about any info relating to key cutter for the security keys. A key register is needed and SR/KS will again liaise about this.
5. **Treasurer's report** MC reported that finances remained reasonably healthy and that PE would circulate a detailed report for the next meeting. In the meantime should any committee member require copies of the bank statements they should contact MC or PE. DGG updated on the healthy state of the 100 Club finances and that the club continued to run efficiently and well.
6. **Discussion on website** KV was thanked by all members of the committee for her great work on the website and it was agreed that it would now be published. Investigations will be made to cost an online diary system and in the meantime an excel spreadsheet would be used. KS produced a written diary of all upcoming bookings and events, which will need to be inputted with this. That schedule is attached to these minutes. It was agreed that bookings would be made anonymous on the diary to avoid any data protection issues.
7. **Village Show 18/9/21** matters related to the planning of the show were discussed in detail and it was agreed to have weekly planning meetings up to the date of the show itself. CH reported on school liaison and EMM updated on the planning for Harvest Festival and the Flower Show at the Church.
8. **Report on Building Condition** SR gave an update on the preplanning application and also decoration of the exterior of the building. An approach has been made to Cllr Stephen Burroughes and this is being followed up and will be reported on at the next meeting. There are some legal matters, which may need clarifying for the purposes of any grant application, and MC proposed that we ask for legal advice on this with a limit on expenditure. MC to bring more information to the next meeting.



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9. **Report from the Social Club** – continues to go from strength to strength. Payment of rent by BACs will now be made rather than cheque.
10. **Respite centre** – SR and CB will liaise now further information from builders is being received and with Cllr Stephen Burroughes.
11. **Correspondence** – MC updated on information received in relation to the Suffolk Police issue.
12. **Bookings and future events** – KS updated on current levels of bookings. Quiz Night-planning for this was discussed and it was agreed it would take place on 29/10/21 with more discussion to follow at the next meeting about specific planning. Possible other events included a family history night with the Frank Rowe Book Launch.
13. **AOB** – KS was again given grateful thanks from all the committee for the extremely successful Wednesday coffee mornings.
14. **Date of next meeting** Sat 2 October 2021 10.30 am in the Committee Room or by zoom.

The Chair thanked all who attended, meeting closed at 8.17pm.