



Kelsale Village Hall

Registered Charity No. 267376

Bridge Street

Kelsale IP17 2PB

Minutes of Kelsale Village Hall Management Committee Meeting Wednesday 8 February 2023 at 7.30pm

Present

Mary Clarke Chair (MC)

Bertie Buttle (BB)

Caroline Harker (CH) Simon Ransome (SR)

Peter Ewart (PE)

Kayleigh Stubbs (KS)

Pearl Harvey (PH)

David Granville-

George (DGG)

Jack Walton (JW)

Apologies – Committee Members

Ian Galloway (IG)

Cheryl Payne (CP)

Simon Francis (SF)

1. **Present:** The Chair (MC) opened the meeting at 7.30 pm and welcomed those present and introduced everyone. **PH** was welcomed as our Duke of Edinburgh's award volunteer to assist with fundraising. (Fundraising (item 12 below) was taken as the first item) and then **PH** left the meeting.
2. **Apologies for Absence:** See above. **BB** reported that **SF** had been very unwell and the Committee agreed to send best wishes for a speedy recovery to **SF**.
3. **Declarations of Interest:** None
4. **Minutes of last meeting:** The minutes for the meeting held on 11 January 2023 were approved by the committee, proposed by **MC** and seconded by **SR**. Amendment to **JW**'s name – apologies from **MC** to **JW** for her error!
5. **Treasurer's Report:**
 - **PE** reported on current balances as circulated with these minutes and copies supplied to the meeting.
 - **Invoicing** – no current issues – accounts are up to date with invoicing and payment by Mairi Backhouse.
 - **100 Club** – **DGG** provided an update of the current list of members of the 100 Club. (123 members to date). Current receipts for membership are excellent and compare



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favourably with last year. **JW** will continue to support us in getting more members. There was discussion of the application of 100 Club funds. **PE** confirmed that some 100 Club monies had been paid into the main account. **DGG** is keen to ensure that he has a clear understanding of who has paid and how much.

- **Grant funding** – **MC** explained position with the Platinum Jubilee Grant and correspondence received. While we reached the second round the max grant is 20%. It is necessary to give 3 builders' quotes with the next submission and this is not possible for us. There will be further rounds and **MC** will report to the next meeting. **PE** explained that we are eating into capital and while we need to make improvements and repairs to the building, we also need to find a sustainable way of maintaining our financial position and this inevitably means more grant applications.
 - **KSC Rent review** – **MC** confirmed she had written to the Club with the agreed revised rent from March 2023. The Committee asked **MC** to do a formal letter to attach to a copy of the lease and **MC** will do this. Also, **JW** reiterated that **KSC** would like annual reviews to be completed and **MC** confirmed we would do this.
6. **Banking arrangements** – The move to Unity Bank has been abandoned because they have ceased to take cash deposits at Post Offices. If we need to pay in cash, then this must be done at NatWest in Lowestoft or Ipswich, and this simply isn't possible for us. We therefore agreed to maintain current banking arrangements while there is an HSBC branch in Saxmundham where cash can be deposited.
7. **Update on Scribe Call** **MC** updated the Committee on the call with Eye Town Clerk. **KS** and **MC** spoke to her on the morning of 1 March 2023 in order to discuss the bookings system. **MB** has confirmed the system is excellent and positively endorsed after sales service and the Eye Clerk said the same. It was agreed therefore (**PE** proposed and **SR** seconded) to move to Scribe and **MC** is to write to them to confirm we wish to start as soon as possible given **KS**'s maternity leave (however brief). To cover the cost of scribe (approx. £10 pw, **MC** conducted informal soundings of coffee morning attendees about a price increase. The general mood was that £1 was too cheap for coffee and cake and all were amenable to an increase of £1 – so coffee and cake



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will be £2 while a drink only will be £1. This may well cover the additional outlay. KS and MC will monitor the situation.

8. **Priorities for KVH for 2023** It was agreed to hold the priorities for KVH event at the Flower and Produce Show on 9 September 2023. It is very much hoped that IG will be well enough to assist with this over the coming months as his prior experience is invaluable.
9. **Update on Constitution and Policies** – we have three new policies, and these will be discussed and circulated for the April meeting for discussion and approval. The constitution is pending feedback from the priorities meeting and therefore the redraft is on hold.
10. **Update on building condition.**
 - We have the hob and warming cabinet installed and in working order. MC confirmed the warming cabinet is extremely effective and care needs to be taken not to overheat things with it. The instructions are available in the kitchen. MC and SR have spent over a day on the phone to Pozitive Energy and they have now agreed to remove the meter so we will not pay the gas standing charge any more.
 - **JW** asked last month for copies of plans, drawings etc. in respect of the lift. **MC** had sent a set of plans to **JW**. **JW** and **BB** confirmed that they had not previously seen these plans and were concerned about office space. **SR** will meet again with the Club. **MC** explained that we are having problems getting information from the architect **Tim Buxbaum**. meeting.
 - There was a general discussion about the problems of raising funds to deal with creating the lift and **MC** confirmed we had received a helpful email from the Parish Council confirming that we need to use available CiL Funding by year 2024/5 of c£17000. All agreed we should of course apply the CiL monies in accordance with community wishes and it may be prudent to take the priorities on the kitchen and exterior land, the lift being delayed pending more funding.
 - **SR** agreed to prepare a schedule of costs for what we want to do. **SR** confirmed that changes to the kitchen would not obstruct any future installation of a lift.



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11. **Website** – MC has received an email from Jess at Neon Content and will speak to her to agree changes to the site before April's meeting.
12. **Fundraising & Events** the separate fundraising meeting was held on Monday 27 Feb and MC thanked all those who took part. There was agreement to run events as follows, subject to there being no conflict with club plans and JW will advise once he receives this list.
 - a. Scrap metal collection in skip tbc
 - b. 6 May Coronation proposed MC and seconded DGG that we would support PC event for cream tea with a donation of £175. MC advised that Coronation Cttee from PC had nominated us the charity for bucket donations.
 - c. 13 May Plant and Book sale
 - d. May – August Kelsale Summer Walks & Talks MC to contact potential speakers and report to committee
 - e. 10 & 11 June Suffolk Open Studios MC to contact Amy Littlejohn and also submit works for potential inclusion in Aldeburgh Gallery for the event
 - f. 8 July Mother & Baby sale KS advertising on Facebook etc
 - g. Sponsored swim over school summer holiday PH agreed to assist with the organization of the Sponsored Swim. It was agreed that the aim would be to beat your personal best so there would be no requirement for specific distance. PH is investigating costings for medals and will prepare a draft sponsorship form and poster and SR will help with any artwork.
 - h. 9 Sept Flower and Produce Show and Priorities for KVH
 - i. 14 October Quiz
 - j. 18 November Pig Race Night
 - k. 2 December Christmas Fayre
13. **Report from Social Club** – JW updated the Committee on Club events for the coming months and increased membership. The sign outside the club is currently on hold and KSC will write to the Committee confirming proposals for air-conditioning. SR agreed to give any assistance JW wanted with the planning documents.
14. **Correspondence** – MC updated on recent correspondence. MC reported on correspondence received and it was agreed (proposed MC seconded PE) to proceed with quote sent. MC gave verbal report.
15. **Bookings** – KS updated on bookings diary.
16. **AOB**
 - **DGG** reported that a former member of the Committee, John Harvey is unwell and the Committee sent best wishes to him.



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- The Committee is also delighted that CH has agreed to be a trustee subject to satisfactory completion of the necessary forms which MC will forward. Proposed MC and seconded unanimously.
- The AGM and next meeting have been moved back by a fortnight due to the Parish annual meeting and a conflict on 12 April. Our AGM will therefore be held immediately prior to our next committee meeting on 19 April 2023 at 7.30 pm. MC to do notices, minutes etc.

17. Date of next meeting Wednesday 19 April 2023 at around 8/8.30 pm (to follow immediately after the AGM). AGM TO BE HELD ON WED 19 APRIL 2023 at 7.30 pm. NOTE CHANGED DATE

*****Meeting was closed by the Chair at 9.00 pm *****

DRAFT