

Kaber Village Hall Committee
Committee Meeting – Monday 9th October 2023

Kaber Village Hall

6.30 to 8.30pm

Minutes

Attendees:

Sarah Lofthouse
Malcolm Duckett
Charlotte Hinks
Julie Lane

1. Apologies for absence. –

Louise Duckett, Wendy Belsey, Damon Green and Alan King

2. Minutes of the last meeting –

Agreed and Approved

3. Letter for transfer of legal and financial documents.

Letter agreed and signed by Chair.

4. Communication Strategy.

Spreadsheet discussed and final document agreed and attached.

The process for communication to Kaver residents will be, where appropriate.

- Post on Kaver Village Hall web site –
- WhatsApp – Kaver Village Hall Community -
- Information on Kaver Village Hall Facebook –
- Regular Events Diary – letterbox drop and Community Notice Boards
- Posters for individual events on CNB, Display Boards and Internal Notice Boards

It was agreed that posters to promote forthcoming events and The Friends of Kaver Village Hall, should be made asap to fill the internal notice boards so anyone using the Hall knows what will be happening.

5. Friends of Kaver Village Hall.

- It was agreed that the trustees would be part of this group and that separate meetings would be held for items that required Trustee attention.
- Although open to anyone, individuals around Kaver would be encouraged to join the group.
- Additional words for the Friends page of the KVH website to be actioned.
- Meeting on Monday 30th October 7.30 to follow up on the May meeting to be arranged and publicised.
- Approach individual who may be interested in becoming the Hall Booking Clerk.

6. Next Social Event for Village Hall funds

Soup and Sweet – Wendy – with help from Louise and others

3 soups – organised.

4 sweets – organised.

Table covering and napkins – organised.

Crockery organised.

Communication – organised.

Games Night – Friends to be approached to lead this event

Carol Service – Louise and Julie.

7. Actions Log – to be updated.

8. Safety and Cleanliness of the building

a. Safety Audit

b. Cleaning Audit

- Deep Clean
- Regular cleaning

It was agreed that the priorities should be;

- the cleaning of the Hall prior to the Soup and Sweet –
 - Sunday 15th October was agreed 2pm.
- First Aid Kit with accident book to be sourced before the event.

9. AOB

A letter was received from the Kaber School Trustees regarding the Lease on the building. The proposal is to renew the lease on a 10 year term and lodge the lease. In order to comply with the change in regulations the lease is to be lodged with the Charity Commission.

If agreement to this proposal is given by those absent from this meeting, a letter will be sent to the Kaber School Trustees to this effect, further action will be taken when the Kaber Village Hall Charity documentation is made available.

10. Date of Next Meeting.

Monday 16th October 2023 -6.30pm