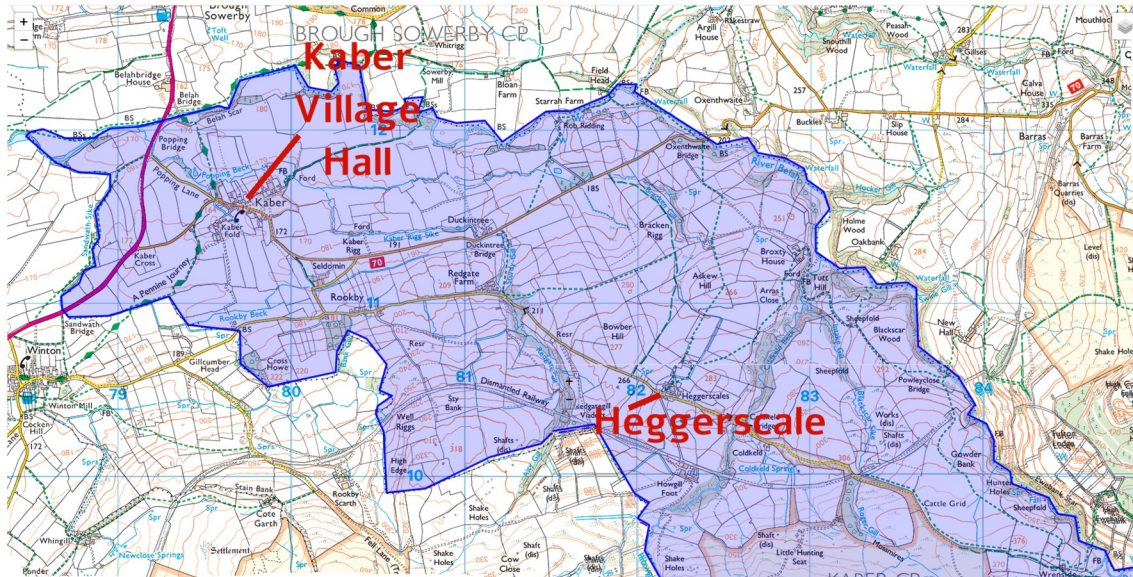


Kaber Village Hall – Friends Inaugural Meeting

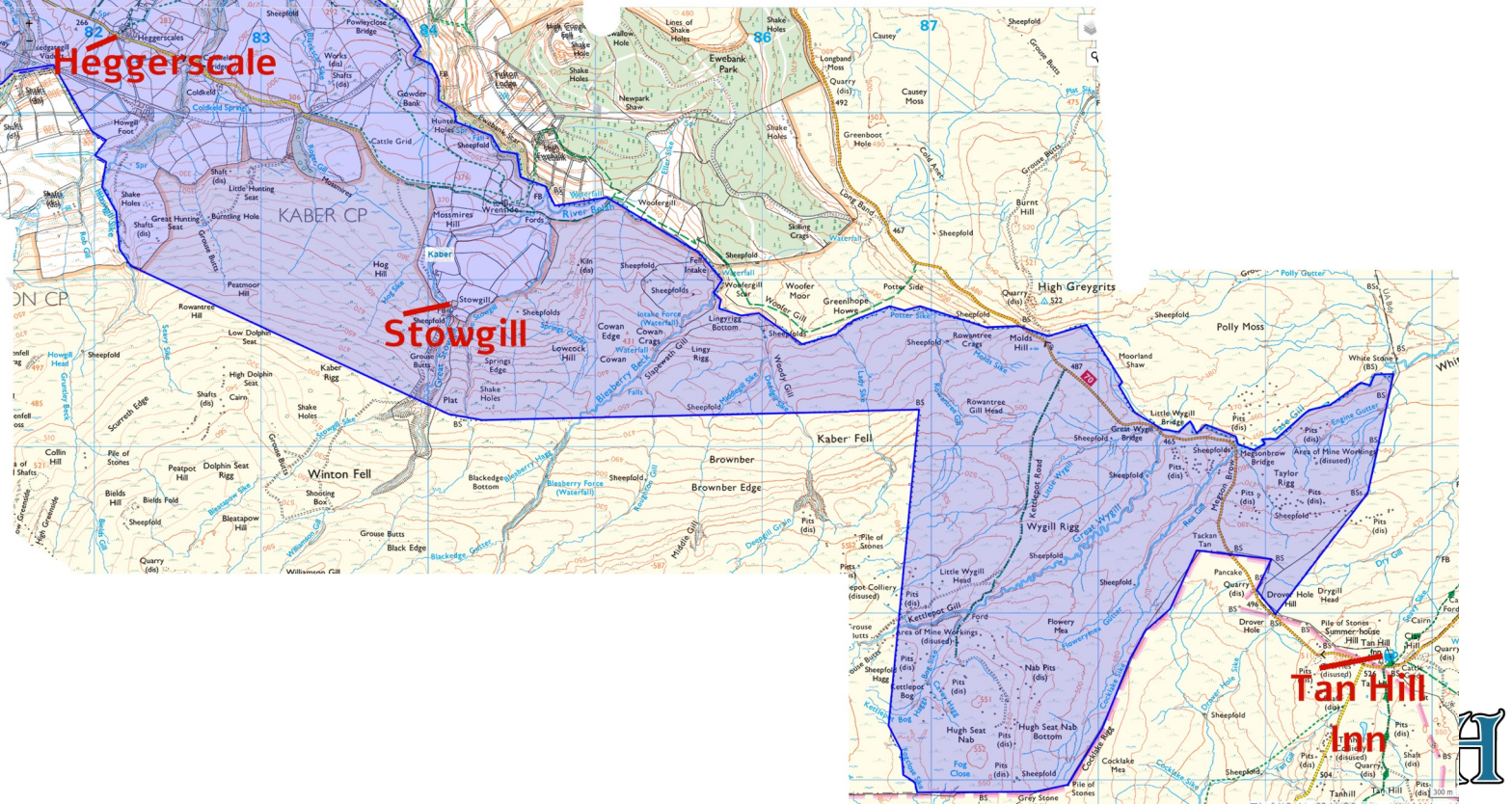
30th October 2023



Kaber
Village
Hall



Kaber Parish Boundary



Meeting plan

- Remind ourselves of the History of the Village Hall
- Structure and organisation of KVH Trustees Committee & Friends Group
- Look at “handover” work – getting ready to run
- Procedures & People needed to run the hall
- Building on the Meeting in May
- Events Planned and (already) Run & New Ideas
- Communicating with Hall users and Organisers
- AOB
 - setting up work teams
 -
- Next Meeting

The History of the Hall

- 1660'ish
 - King Charles the 2nd is on the throne (after Cromwell)
 - A group of local landowners decide the Parish needs a School
 - Thomas Waller (the elder) donates £125 (generating £8/year in interest)
 - Just prior to 1698 they manage to build the school building & hire a school master....
 - Messrs Monkhouse, Petty & Morland with other residents continue to subscribe between then and 1800....
- 1893 – the School registers itself as a Charity (known as “Kaber School Charity”)
 - The First Trustees are: Messers Dawson, Dent, Hastwell, Morland
- 1893 - 1902 - Local Education Authorities established School is let for £1/year
- 1987 – School is closed and building is returned to Kaber School Charity
- 2002 – A Village Hall Charity is founded, and the Building is leased to them...

And so to today...

- The Building is still owned by the Kaber School Charity.
- The lease to the “Kaber Village Hall Trust” has expired.
- At the Village Hall AGM/EGM in September/October.
 - The existing Trustees and Committee decide to step down
 - A new Committee and prospective Trustees are elected
- A plan is needed to move forwards...

A New Structure

- Running a hall takes two entirely different sets of activity:
 - 1. **The Legal**; Charity and Financial stuff (leases, Insurance, Utility bills & Bank Accounts)
 - 2. **The Social**; organising and grafting needed to run events and have a fun building.
- To make this easy, and avoid people being burdened with legal responsibilities, we are proposing to have two groups.
 - Group one “**The Trustees**” who are responsible for the activities in point 1 above.
 - Group Two “**The Friends**” who are responsible for the activities in point 2 above.
- We would expect most “Trustees” to also be “Friends”.
- The Trustees elect their Chair, Secretary, Treasurer.
- We expect the Friends to just operate as a co-operative group, without the need for much formality.

The Handover

Blue means these items are the Trustees' Responsibility

- There are a number of things that need to be sorted out:
 - Finalising and then Signing the lease (with the Education Trust). This will include: time-frame (8 years not 10 because of delay), limitations on use, responsibilities, costs.
 - The current cost of running the building.
 - Utilities (water, electric),
 - Insurance,
 - Fire & Electrical Safety Inspections, etc.
 - The handover of documents from existing trustees.

The Status of the Grants

Blue means these items are the Trustees' Responsibility

- The Current Grants
 - Understand the background of the grants successfully gained by Ian and Heather,
 - Their purpose, time-frame, and community involvement.
 - The maintenance and other work funded by the grants and timing of grants and work.
 - The liabilities placed on the Hall by the grant providers.
- The Potential Grants
 - What grants do we need, or are expected, when?, how much?, where from?
 - (this will be things not covered by the Current Grants),
 - for example a Kitchen update, Insulation and Heating
- Strategy
 - We think we want to make the Village Hall as self-sustaining as possible (like Brough, Winton etc.)
 - So we are aiming to keep costs down, use volunteer labour, beg for sponsorship from local businesses, etc.

Green means these items are
“Friends-driven” things

Communications

- We need to provide Communications for the Community, Committee & Friends – we have arranged the following so far...
 - [KaberVH.com Web site](#), (this is a Wordpress site, we can add “Editors” and “Contributors” for anyone willing to help – Charlotte & Malcolm are currently “it”!)
 - [WhatsApp groups](#), (Louise and Malcolm can add additional people as requested)
 - [Facebook Page](#) (Adam and Louise are “Admins”, Liz is a major contributor)
 - [Hand-delivered notices](#),
 - [Village Notice Boards](#) (Kaber and Heggarscale, unlocked and available)
 - [Roadside Notices](#) (we have A3 printers and laminaters that can be used (FOC))
- These provide:
 - Information on forthcoming events
 - Committee and Trustee News (minutes, new members, retirements etc.)
 - Funding (news of income and pleading to cover short-falls)

Running the Hall

- In order to effectively run the village hall we will need to have in place a number of processes and procedures and people assigned who are prepared to help in running these processes.... The list we have created so far are:
- Health and Safety Procedures, Audits etc.
- An Operating Budget – (this will involve the Treasurer getting access to the Bank Account!)
 - covers utilities, maintenance, insurance etc. including estimated & expected income.
- A booking process for the hall – this will need:
 - An actual process for booking the hall (email, telephone number etc,) bookings@kabervh.com is already available
 - A Bookings Clerk with diary etc.
 - A set of Booking Terms and Conditions (deposits, clearing up etc.)
 - A Price List (Daily, 1/2 day, evening, hourly) and rates for Village things (craft clubs etc.), and external people (children's parties etc.))
 - Keyholders, Heating Monitors!
 - Housekeeping Rota
 - Hiring out things (tables, chairs etc.)

These things will
be a “Joint Effort!”

Continuing from May Meeting: **Events**

- The Event list (Green – already happened, Red – in planning)
 - Soup and Sweet - (Income: £147)
 - Barbeque – (Income £??)
 - Music Night – (Income £235)
 - Craft evenings - (Income £6/week)
 - Domino and beetle drives – Games Night
 - Coffee morning/afternoon – games and crafts
 - Pie and Pea evening with quiz
 - First Responder – Defibrillator Use
 - Christmas Carols
 - Bible Meetings (David and Mary)
- More Ideas???
- Lessons Learnt, volunteers to lead individual events

AOB

- Volunteers please

- **Friends Group Members** (people who want to help)
 - Just talk to another member or committee or trustee, no-one will be turned away!!!
- A Booking team
- A Housekeeping Team
 - Key Holders
 - Heating Monitors
 - Caretakers (to keep an eye on the building (leaks, security etc.))

- Next Meeting

- Agenda Items?,
- A Date?

Thank you all :-)



Kaber
Village
Hall