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**Kaber
Village
Hall**

Minutes of Committee Meeting 20th November 2023 – Egil's Hut

1 Attendees:

Sarah Lofthouse, Malcolm Duckett, Louise Duckett, Julie Lane

2 Apologies for absence:

Alan King, Damon Green, Wendy Belsey, Charlotte Hinks

3 Constitution

The ability to secure 10 trustees for the charity was discussed. The decision was made to investigate changing this to a minimum of 3 so that the Chair, Secretary and Treasurer would all be trustees plus 7 committee members with full voting rights. Trustees and members would also be friends of the Hall.

Action: - SL to put some wording together for the Charity Commission

4 Lease

The original and a copy of the lease document, signed by the trustees of the School Charity (owners of the property) was provided by the Clerk to the School Charity. The documents were signed by the Chair, Secretary and Treasurer of the Kaber Village Hall Charity. The solicitor of the School charity will be informed that the document has been signed. The document needs to be lodged with the Land registry – cost to be ascertained and then lodged with the Charity Commission as custodian.

Action – SL to take this action forward.

5 Procedures

Hire agreement. A question was raised about a deposit being made when the hall was hired and how the monies would be identifiable in the accounts. It was decided that only none village hirers should pay a deposit but not village hirers. The amount agreed was £50, returnable or retained based on the

terms and conditions of the hire. Hourly / part day or daily rate to be determined.

Action – JL to update the documentation with deposit and pick up any legal references.

6 Security

6.1 Doors

The emergency exit door is 'sticking' due to the wet and is not the easiest door to unlock and open.

Action – MD to plan some wood from the door to try and rectify the 'sticking' issue and paint / varnish to minimise weather impact.

The Kitchen door yale lock has only one key. Options, have more keys cut, replace the lock.

Action – MD has a spare yale lock with 6 keys and will replace the current lock, identify the keys that will then be distributed to key holders.

Update:

1. *New lock fitted in Kitchen, 6 numbered keys. #1 given to Christine Dowson and #6 to Sam Fisher. Worn/old inside part to be replaced by MD ...*
2. *"Back!! Door" frame planed to better fit, but more needed, MD to finish and repaint to minimise swelling.*
3. *One loo heater removed to save boat drinking water tank & pump freezing. MD to acquire a replacement. Is this OK?*
4. *Heaters turned down to 2 & Boost turned off. (Research suggests that main control affects how much heat is stored, so this affects power use. Boost control is effectively operates as a convector heater, and will use day-time power at full (not economy) rates.*

7 Outside Lighting

As the outside lights are controlled by switches in the building the area has no lighting in the dark. Alternatives discussed, to be considered.

8 Heating

MD has loaned some temporary frost freeze heaters for the toilets – anyone preparing the hall for use must unplug them as the current cables are a trip hazard.

Currently awaiting feedback from the electrician.

Action SL to provide alternative electrician details. JL to contact electrician to meet at Hall.

Following the heating trial with heating on for a week at high temperature and boost the cost has been identified at £100 per week.

The plan is to put the heating on again for a week at the lowest setting to provide a cost comparison.

Actions to take place on Tuesday – with photos of the meters.

8.1 Gas –

Following a conversation with CALOR they will get back to us on:

- The need or not of a new tank – as paperwork via CALOR identifies a need.
- The lease of the tank including cost and get out clause if gas is not the right option.
- A Corgi registered fitter to check the gas heater – is it redeemable is so is it worth it.

This information to be part of the “How best to heat the Hall” project.

9 Events

- B4RN have hired the Hall for Thursday 23rd.

Action LD to invoice

- Games night on 25th – any games
 - JL the donation Jar
 - LD Tea and Coffee
- Light of the world 27th
 - MD to help set up the projector and screen
 - SL and LD to provide cake

This support is given to the organisers as it is a trial event – if it is to continue it will be the organisers who will take responsibility and hire the hall through the set process.

10 GRANTS

Work has been undertaken to identify the grants, their origin, purpose and any timeframe or restrictions.

LD confirmed that 2 of the grants were from the government following COVID which were available to all village halls and they have no restrictions.

The third grant is still under investigation but was gained to do building work on the property, no documentation has been found as yet to support the work carried out or awaiting completion.

It was agreed that this should be part of the next AGM information, however, in order to keep residents up to date another update should be prepared on the Handover.

Action: MD to pull together from information received from the team.

11 Date of Next meeting – not discussed.