



A Year-End Review

A progress report from the new Committee & Trustees

Introduction

It being **12 weeks** since your new committee & trustees were elected, and, as we get to the end of 2023, it seems a good time to provide a review of this year. Both to remind us of what has been achieved in building a Community Hub in Kaber and, in a “spirit of openness”, to provide as much information as we can on the state of and plans for the Village Hall.



Figure 1: A Community Crafting Hub!

for the end of 2023.

The Committee and Trustees of Kaber Village Hall are keen to ensure that Parishioners are fully aware of all the information surrounding the administration and operation of Kaber Village Hall as their community hub. This document is meant to provide some of this, clear up some of the misunderstandings about the status of the Hall and it's operation and provide a review

Need More Information?

Remember, the Committee and Trustees are always available to answer other questions you may have. You can find their details above, or on the Village Hall **Website:** www.KaberVH.com, and lots of other information too. There are notice boards inside and outside the Hall. The Outside one tends to be used for event information and general public notices. The one inside the hall will be partitioned to provide various information, but certainly information on Hall finances and Clubs.

What's in this Review?

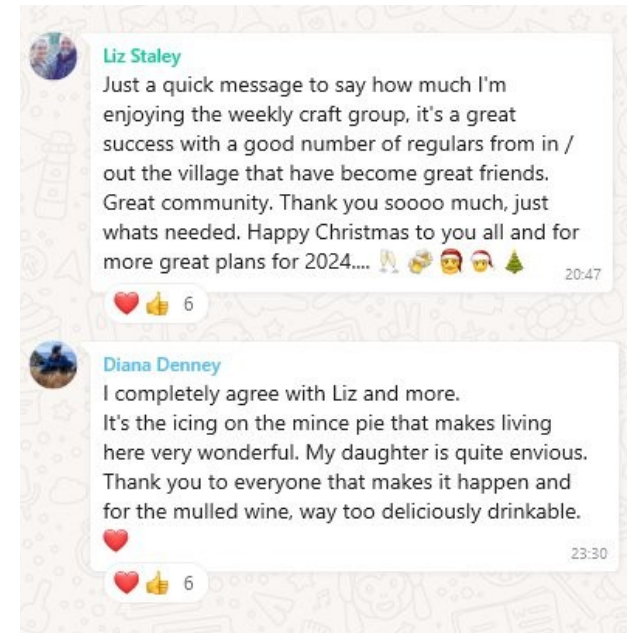


Figure 2: WhatsApp in Action

Following the election of the new Committee and Trustees in October the team has spent the last few months “getting their arms around” all the documentation and information passed to us by the outgoing committee and Trustees, inspecting and understanding the agreements in place, and unpicking the commitments we are subject too, the outstanding projects and creating a work list of jobs needed to allow the Hall to be used and available to the community.

While this process is far from complete, we feel we are able to provide a “year-end update”, and outline the next steps in this process. So, while much of this review is focussed on “back-office” issues, as they are what we are spending our time on, we also wanted to look back at what has happened during the year in making KVH the Community Hub we were aiming to build.

The **Following Topics** are covered in this report:

1. **Events** – we have managed to hold a good number of events in the hall (based on the suggestions from the Village meeting back in May) Looking back it feels like a good start.
2. **Lease** – the document from the Education Trust Charity that lets the hall be used by the community as a Village Hall
3. **Charitable Status** – understanding and updating the Charitable Status of Kaber Village Hall Charity that defines the role, structure and responsibilities of the Trustees.
4. **Accounts** - (assets, expected income & expenditure, bank account, etc.)

5. **Grants** – the grants that have been obtained, their value, purpose and source.
6. **Utilities** – including heating, light, water, Insurance, broadband, licensing, keyholders & “caretakers” etc.
7. **Booking requirements** – Health and Safety, Fire Inspections, A Bookings Manager!
8. **Documentation** – including minutes, supporting information for historical expenditure and income, correspondence.
9. **Trophies** - and other items from previous Village shows etc.
10. **Learning from others** – Making contact with local and national village hall organisations and other supporting groups, so we don’t waste time and money re-learning lessons that other organisations can tell us about.
11. **People** – gathering together a group of people willing to assist in running a Community Hub.
12. **Communications** – How we hope to talk to you. Website, WhatsApp, Facebook Email & Newsletters



Figure 3: Macmillan Event

1.3 Cleaning Day - 15th October

In preparation for the October Events a team gave the kitchen and hall a good cleaning, and disposed of items that were no longer fit for use.. Attendees: 5 Income:£0

1.4 Parish Meeting – 23rd October

The Parish (Council) Meeting was held, Attendees: 20 Donation: £200/annum for use of the hall by Parish Meeting.

1.5 Soup & Sweet – 28th October

Wendy and her team ran a very successful event with a wide range of soups and sweets. Attendees ~35, Income £147.35

1.6 Friends Planning Meeting – 30th October

A meeting to continue the ideas event that was held in May. Four attendees aside from Committee. Income £0

1.7 B4RN training – November 4th & 23rd

Hiring the Hall to B4RN for organisation meeting. Income for two events £50 (£25/hire).

Report Content

1 Events Reports

The following events have been organised since the AGM/EGM, and attendance numbers and income for the hall have been noted. Thanks go to the organisers.

1.1 Macmillan Coffee Event - 2nd October

A fund raising event for Macmillan, about 40 people attended and raised £137:70 for the charity.

1.2 Music Night – 4th October

An excellent evening of music from Diana and her band. Attendees: 20, Income:£240.41



Figure 4: A Games Night

1.8 Games Night 25th November

A games evening, unfortunately clashed with Dr Who and Tractor Procession in KS. Attendees (aside from Committee) 2, Income 0

1.9 Questions of Life 27th November

A discussion evening organised by the Leathes. Attendees: four plus catering and tech support: Income: donation of £30.

1.10 Carols @ Kaber 18th December

A Carol Concert with Yuletide readings and an epilogue by David Leathes. Attendees:30, Income: Donations of £41:20.

2 Lease

The Hall is owned by Kaber School Charity, so the Village Hall Charity needs a lease in place to allow it to use the hall. This lease expired at the end of March 2021, meaning that the Village Hall

Charity had no current rights to use the hall. So, the first job was to agree a new lease with the Kaber School Charity to allow us to have a Village Hall we can use.

This work has been completed, and a 10-year lease is now in place (signed on the 24th October 2023, backdated to 1st April 2021) at a cost of £15/annum, plus the costs of registering the lease with the Land Registry (this is expected to be £45).

The lease has very few restrictions; requiring the Village Hall Charity to have fire insurance in place, and be responsible for the Hall's upkeep, financial reporting and running AGM meetings. It also forbids the presence or consumption of alcohol on the premises. Given that this prevents (for example) alcoholic drinks being used as prizes in raffles etc. and prevents attendees bringing their own drinks to events, the Committee are going to discuss this restriction with the Education Trust Trustees.

Our thanks go to the Education Trust Trustees, Louise Duckett (as Clerk of the Education Trust), and Alex Birtles of Gaynham King & Mellor Solicitors in Kirkby for their considerable help in getting this done.

3 Charitable Status

The Charity Commission, needed to be informed of the change in Trustees and any changes to our Governing Document. The initial replacement of Ian and Heather as Trustees was done by Ian (thank you).

Sarah (as Chair, and being a Trustee of Red Squirrels Nursery Charity in Warcop) has considerable experience in Charity administration and is in the process of updating our Governing Document and other information to better reflect the structure and needs of the Village Hall. This will include reducing the number of Trustees required. All our *required* submissions are now up to date and the rest of the work on this is "in hand".

4 Accounts

Current Status

One of the first jobs completed by the new committee was to update the Village Hall Charity bank account details (Barclays in KS) with the three new signatories (Chair, Secretary and Treasurer), with any two of these being required to authorise payments. We now have full access to the account and can view all the relevant historical transaction statements.

For those who are interested, a formal overview of the Village Hall financial data is also provided on the Charity Commission website (<https://www.gov.uk/government/organisations/charity-commission>), and we believe

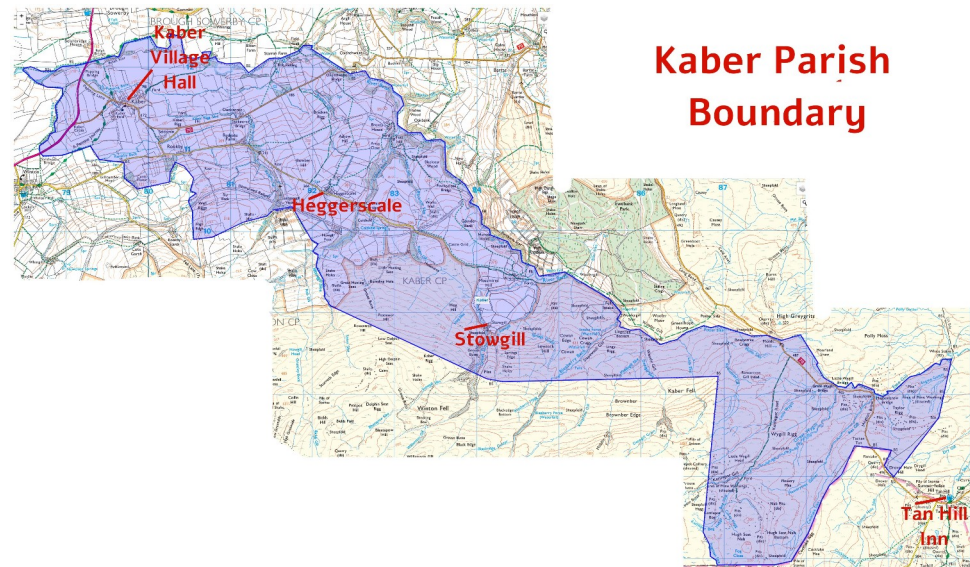
that this is an accurate depiction of the total income received in recent years. Our Charity Number is 1089964.

The good news is that we know that we are sitting on a positive bank balance that totals around £30,000, so are facing no immediate financial pressures.

Unfortunately, we have not yet been able to break down these totals to provide a detailed expenditure and income statement as we are currently missing the supporting paperwork. We are working closely with the previous committee to resolve this, but at present we do not have the detail showing what was spent and

why, nor what was earned and why.

We can see that the figures clearly include significant amounts that are likely to be the Government Covid-related grants in 2020 and 2021, and we estimate that this accounts for approximately £18,000 of the total but as we don't yet have the paperwork, we can't yet put an exact figure to this.



We also know that the balance includes at least one additional grant to cover repair work to the external rendering of the building, but again we are missing the details concerning the actual amount and any obligations attached to these funds.

Once we have the missing financial records then we will be able to provide an update on what a typical year's finances should look like, where we need to be to break even, and what level of cash reserves we have available for unexpected expenses. In the short term we will be sorting out the rendering; spending some money on redecoration; and spending some on updating the heating system.

We will share full details of what is being spent and why in due course, and the Committee will post (as soon as possible) a statement of historic income and expenditure on the Notice Board in the Hall and make this information available for download via the Kaber Village Hall website (www.kaberVH.com).

However, for the purpose of this report, the following (unaudited) summary is provided on the right:

Current Account	2019	2020	2021	2022	2023
Start of year balance	£2,232.49	£3,049.97	£11,772.26	£29,260.73	£28,104.13
Bank deposits (cheques/cash)	£1,416.59		£1,404.00	£108.56	£881.23
Eden DC income	£255.77	£10,129.10	£17,812.49	£701.52	£42.93
Utility Bills	-£284.75	-£959.91	-£1,044.32	-£626.70	-£1,950.36
Expenses/cheques	-£570.13	-£446.90	-£683.70	-£1,339.98	-£4,283.88
Profit/loss on the year	£817.48	£8,722.29	£17,488.47	-£1,156.60	-£5,310.08
End Of Year Balance	£3,049.97	£11,772.26	£29,260.73	£28,104.13	£22,794.05
Savings Account	2019	2020	2021	2022	2023
Account Balance a 1 st Jan	£4,775.49	£4,794.58	£4,804.45	£4,804.93	£7,473.94
Account Balance a 31 st Dec	£4,794.58	£4,804.45	£4,804.93	£7,473.94	td
(changes are mostly interest payments)					
Receipts from Eden District Council with explanations (included in totals above)					
	2019	2020	2021	2022	2023
To Current Account	£55.77	£10,000.00	£43.28	£392.00	£42.93
To Current Account	£100.00			£42.41	
To Current Account	£100.00	£19.10		£100.00	
To Current Account		£110.00	£9,669.21	£69.11	
To Current Account			£100.00	£98.00	
To Current Account			£8,000.00		
To Savings Account				£2,667.00	
Best guess from hand written notes on bank statements	Recycling payments ("waste")				
	"Pat Grant" (Jubilee??)				
	Election Payment				
	No explanation				
	Probably Covid grants				
	Probably building grants				

Expected Income

As noted above there are a lot of uncertainties concerning income for the Hall but some significant items of income are as follows (we have looked at previous years to inform these estimates). On average income has been £952:60 per year over the last 5 years, and operating expenses have averaged £1,219.06 per year over the same period, although clearly the last 5-years may not be truly representative.

1. An annual donation of £200/annum from the Parish Meeting (Parish Council as was) for use of the hall.
2. Payments by Eden District Council when the Hall is used for Election purposes – £100 per election day
3. Rental payments for organisations or individual renting the assets of the hall (e.g. Stainmore Railway who rent the tables for their events – most recently this generated an income of £30).
4. Payments by clubs, individuals and organisations using the hall. Charges for this are based on a scale reflecting the size, and type of organisation. So, for example, the weekly Kaber Craft Club are expected to be paying £10 for a 2-hour session (to be confirmed) Clearly rental of the premises for events, parties etc. is a major potential source of income. The Committee have engaged Rachel Green as Bookings Manager and with the Secretary they are agreeing and publishing a set of terms and conditions for renting the hall, and a set of pricing guidelines, reflecting the different type of organisations renting the hall. From discussions with other local village halls it appears that this type of income can completely sustain a hall, if regular bookings can be arranged. We will be working hard to reach the same situation.
5. We are also researching the availability of grants or support for community groups or Village Halls, both from local government and sponsorship by local businesses.

6. We will continue to run fund-raising events to support the Hall, and any ideas on this front will be very welcome.

Expected Expenditure

As noted in the previous section, average operating expense has been almost £1,300 per year over the last 5 years (ignoring grant-related expenditure). Estimates of expected expenditure are somewhat speculative, but the following represents our best, current, estimates:

1. **Insurances** – we are obligated to provide fire insurance and liability insurance for the committee and trustees.

These policies cost £334.81 for 2023-4 financial year, so we are expecting a bill shortly, and one might expect the numbers to have been inflated by at least 10%.

2. **Licenses** – we are investigating obtaining a copy of “The-Music-Licence from PPL PRS” to allow us to use a radio or play recorded music at village Hall events.

We are also researching obtaining a Small Society Lotteries License to allow us to run raffles, bingo and other small lotteries in the hall. This will cost £40 initially, plus £20 per annum thereafter.

3. **Health & Safety** – There are a large number of requirements on village halls, from Food Allergies and Hygiene, to Toilets and First Aid, to Fire Risks and Chemical safety assessments. Many of these are recommendations, but others are legal requirements. Eden District publish a useful guide here

https://www.eden.gov.uk/media/5217/village_halls_guidance.pdf

We will post a copy of this on the notice boards and Village Hall website.

The committee are actively working through this document to ensure that all



appropriate activities and assessments are completed and appropriate arrangements are in place and associated costs are accounted for.

4. **Restoration of the Gas heaters** – this requires inspection by a local inspector, servicing and reconnection to the new Gas Bottles that are planned – quotes are awaited for this work.
5. **Installation of frost protection heaters** for the toilets. These have been acquired for £69 and we are awaiting a quote for their installation by a local electrician.
6. **Utilities** – see below

5 Grants

From reviewing the accounts over the last 5 years we can see that one grant was applied for in respect of the village hall.

This related to the work to repair the rendering on the front of the building and the refitting of the kitchen, but we do not yet have details of the exact figure received, nor the conditions attached (if any). Neither of these sets of work have been completed and we are attempting to acquire the supporting documentation before spending any of the money. The committee is also working with local businesses to obtain quotes and to get these works completed as soon as possible. A Jubilee grant was also received to pay for the Mugs that were distributed.

Covid-related grants were automatically given to all local businesses and organisations during the pandemic. As explained in the 'Accounts' section of this report, we believe that these provided around £18,000 for the village hall.

We will be using these to bring the hall up to an acceptable standard for renting (decoration), to refit the gas heating that was disconnected and to sustain the operation of the hall until we reach a break-even operating position. (See also the "Heating the Hall" report we distributed in November.)



We will continually be researching the availability of further grants, particularly in relation to the sustainability of our heating options. We are already looking to improve our heating system in relation to affordability (probably via Solar Panels and linked storage heaters) and it may also be possible to obtain funds to support "warm spaces" and other "community hub" activities.

6 Utilities

- **Water** is provided by Everflow at £17:23 per month (with some variability) the total cost for 2023 was £206:00.
- **Gas** has been provided from a tank at the rear of the property by Calor. They have been informing the Hall Committee for some years that this was at the end of its life and needed replacing. We have been researching this and they have quoted the Committee £14/quarter for a new contract and a one time cost of £489:70 (plus VAT) which would include the replacement of the piping (although they think it is underground and with us doing the digging, whereas it is in fact fixed to the external wall). A better option appears to be replacing the tank with large 47kg cylinders with a changeover valve. This work will cost £200 (plus VAT) including the removal of the existing tank.
- **Electricity** – was changed from EDF to SSE by previous committee last year.. The vast majority of this is for heating, and as noted in the "Heating the Hall" report it costs around £100 a week (£5,200 per annum) if the storage heaters are set to "full". We have opted to set them to a minimum level (2) to keep the chill off the hall and minimise damp; this costing about £15/week and only turn them up the night before events. Over the last few years there appeared to be a lot of confusion surrounding payments, refunds and estimated readings with overdue notices and credit notes being issued. All the bills show estimated readings, although we have provided accurate readings since September. We will pursue this again with SSE.

From the bank statements we can see that we paid £498.47 for 2022, and £1665.51 for 2023. This including quarterly standing charges (these are currently £43:59 per month).



Kaber Village Hall

7 Booking requirements

The following items have been determined as necessary to allow the effective rental of the hall for events:

- Establishment of an **online calendar** for the hall to record bookings and other events (equipment rental, cleaning, etc.) - This is in place, and can be viewed from the website.
- The appointment of a **Booking Manager** (Rachel Green)
- Establishment and publishing of **Terms and Conditions** for Rental. This is almost complete, and will be available on the notice boards and from the Village Hall Website.
- Establishment of a **pricing/charging strategy** to cover village, commercial and individual rentals by the hour. This will be published on the notice boards and in the Village Hall Website.
- An **Inventory** of items has been taken (crochery, furniture etc.) for publishing to prospective renters and for checking after a rental.
- Some **decoration** is felt to be necessary to bring the hall up to an acceptable standard, this will probably be undertaken over time, by volunteer parties.
- **Cleaning/house keeping rotas** will be necessary to ensure the Hall is in good order for renters.
- We have replaced the locks on the **kitchen door**, so that we have a set of 6 keyholders who can open-up the hall and arrange heating as needed.

8 Documentation

Documentation has been received from the previous committee. It was noted that records were incomplete and action is being taken to obtain further information from relevant sources e.g. in relation to grants and receipts for expenditure.

Note: this report has been prepared to the best of our knowledge and based on information available to us at this time. *(If any of the previous committee have*

further documentation they can offer, that would be appreciated and can be incorporated into our documentation).

If you wish to inspect any of the documentation we do have please contact the Treasurer or Secretary.

9 Trophies

We have in safekeeping a selection of trophies from Kaber Show, it would be brilliant if anyone had an old schedule so we could look to see what they were all awarded for. Some are labelled but some are not, we can then compile a list for future use and this will help in developing future shows for the villagers. Please contact any of the Committee if you have information.

10 Learning from others

To make best use of the village hall we are always open to suggestions for future events, fundraising opportunities, and how to make better use of the facility as a whole.

The committee is keen to learn from others with relevant experience and we have already opened lines of communication with the committee at Winton Village Hall and at Brough. We are keen to receive suggestions for any additional collaborations or partnerships that would provide benefit.

11 People

Clearly the Committee and Trustees are in place, and listed below. We are really keen to establish a "Friends of Kaber Village Hall" group, to share the work around lighten the load – if you feel you can help in any way please tell one of the Committee members.

Current Assignments

- **Booking Manager:** booking@kabervh.com – Rachel Green
- **Chair:** chair@kabervh.com – Sarah Lofthouse (Also Trustee)
- **Secretary:** secretary@kabervh.com – Julie Lane (Also Trustee)
- **Treasurer:** treasurer@kabervh.com – Louise Duckett (Also Trustee)

- **IT and Web things:** webmaster@kabervh.com – Malcolm Duckett

Other Committee Members are:

- Damon Green
- Wendy Belsey
- Charlotte Hinks (also IT, Communications and Publicity person)
- Alan King

Current Key Holders

- Sam Fisher
- Christine Dowson
- Christine Colson
- Louise Duckett
- Julie Lane

12 Communications

Being open and transparent is very important to us. The hall is a community asset, and the Village Hall Charity is a public body, so communication with the community was very important to us. We wanted to be sure everyone can be involved, so we have implemented electronic and paper mechanisms for us to talk to each other. We expect these to evolve over time – your input is always welcome.

The following channels are in place:

1. **Notice boards** inside and outside the hall. Anyone can use these, and we will try to publish all relevant information (e.g. minutes, accounts, announcements, events, terms & conditions, reports etc.)
2. **Newsletters & Circulars** – when appropriate we will print and post notices to all Parish households. These will not be on a regular basis, but as needed.
3. **The Village Hall Website** (www.kaberVH.com) – this will be used as a repository and news board, where we try to ensure that any information valuable to parish residents and potential renters is available. This includes meeting minutes, event calendar, reports, accounts, and general news.
4. **An On-line Calendar** (google) to help with planning events and preparation.

5. **WhatsApp groups** – WhatsApp Groups are private groups to allow you to chat and pass information to and fro. We have established one called **Kaber Village Hall Community** Louise and Malcolm Duckett administer this group. You need to install WhatsApp on your phone, or tablet before you contact them. Or speak to them if you need assistance.
6. **Facebook Groups** – There are two Facebook groups established. One called “**Kaber & Heggarscale Parish – past, present & future**” Liz Staley and Ian Cousin run this group, and often publish Village Hall information here. The Village Hall also has it's own Facebook page, (**Kaber Village Hall**) and information is always available there. This page is run by Adam Tracey and Louise Duckett.



Chair: Sarah Lofthouse: chair@kabervh.com,
Secretary: Julie Lane: secretary@kabervh.com,
Treasurer: Louise Duckett: treasurer@kabervh.com
Bookings: Rachel Green: bookings@kabervh.com

January 2023