



**Kaber  
Village  
Hall**

# **Minutes of Kaber Village Hall Working Group Meeting**

Monday 6th May 2024

Heggerscale 7.30

## **1. Attendees**

Malcolm Duckett, Louise Duckett, Wendy Belsey, Sarah Lofthouse, Rachel Green, Damon Green, Julie Lane

## **2. Apologies – None**

## **3. Matters Arising - None**

## **4. Legal:**

Feedback on SL meeting with the Charity Commission regarding the changes to the constitution.

Sarah provided a report from her meeting and clarified the relationships and differences between Trustees, Committee Members and "Friends". This led the meeting to understand that because of our constitution (the changing of which would be problematic) the following was the situation:

1. The "Committee of Management" aka "The Committee" shall be Trustees.
2. We cannot use "*Committee*" or "*Management Team*" as such names would (by implication) mean that members would automatically become Trustees (because of point 1)

3. We should increase the number of Trustees from the current 3 to 4 as the CC always require a minimum of 3, and to have a fourth trustee would minimise the risk if a current Trustee needed to step down.

The meeting decided the additional Trustee would be Damon Green – who has agreed – once the document is finalised.

This led to a discussion about organisation arrangement going forward that would reflect the requirements of our constitution and our desired operational practice. We would form a “Working Group” which would undertake the day to day running of the Hall.

This Working Group would be comprised of the current Trustees, and additional Individuals appointed by the Trustees. These Individuals will be appointed for a period determined by the Trustees, but such appointments would terminate at the next AGM. Such individuals would then be eligible for reappointment by the Trustees if required. All members of the Working Group would have full voting rights on matters discussed by the Working Group.

We have had no formal applicants to become “Friends of Kaber Village Hall”. So there seems no point in retaining this concept. It is recognised that community members do (and will hopefully continue) help with the running of the Hall and events, raising funds etc. without needing to have formal titles.

**Action – SL – to provide a letter to the CC to so amend the constitution**

**Action RG – to provide information to SL to become Trustee**

## 5. Financials –

The grant balance of £3,400 from W&F Council has not arrived.

**Action – LD to chase**

Full signup required of all Trustees for online banking.

**Action – JL and SL to complete the sign up.**

## 6. Procedures

Action: Sign off required for new Hire Prices and the Hire documents.

**Action - RG**

Health and Safety Procedure –

**Action - JL**

Hall Fire Risk Assessment –

**Action – JL**

## 7. Work List Update –

Water Boiler removed from the hall to avoid inadvertent use against insurance requirements – the suggestion is to sell the item.

Old Blue Chairs – the number is in excess of our normal use, suggestion to dispose by sale – armed chairs to be retained. To be reviewed.

## 8. Building work Update –

Discussion around the current décor. It was agreed that priority is the external rendering and the gas fire to be sorted.

**Action: LD to contact Jason to find out a time frame for the external work**

**Action LD to work with Calor Gas to remove the tank, and.  
organise two external bottles with two way tap (actually this is part of LD's conversation with  
Calor)**

**MD to organise the gas fitter to test and provide corgi certificate & improve the  
pipework for 10 to 15 mm**

## 9. Grants –

Energy and Building survey completed, this part of the paperwork necessary to support any future grant applications. Agreed to look into a full independent energy survey, ACT would pay 90% of the cost if one of their volunteer organisations is used.

**Action: DG to speak to Helen from ACT**

## 10. Events and Bookings

- **Whist for beginners 10<sup>th</sup> May** – LD and JL supported – a good night to be repeated in September /October
- **18<sup>th</sup> May, 15<sup>th</sup> June, 20<sup>th</sup> July , 17<sup>th</sup> August Coffee Mornings** – LD, SL, JL
- **19<sup>th</sup> May Songs of Praise** – Service on green at 4pm with Silver Band. Key with Sam, donations to the hall.
- **Salad and Sweet** 9<sup>th</sup> June – 12 – 2pm – SL and JL to finalise,
- 1st September BBQ (and Village Show)

**Action - JL to approach Jason. (Jason has agreed, just needs a date ASAP)**

## **11. AOB**

The Hall is now on the list of 'Village Hall Hire Options' with ACT

Advertising of future events can be via the PARISH magazine as the WAY does not cover Kaber. These adverts should be put in monthly when we have events organised.

### **Date of Next meeting.**

Monday 10th June – due to holidays tbc.