



**Kaber
Village
Hall**

Minutes of Kaber Village Hall Working Group Meeting

Monday 8th July 2024

Heggerscale 7.30

1. Attendees

- Louise Duckett (Treasurer)
- Rachel Green (Bookings Manager)
- Damon Green (Acting Chair)
- Malcolm Duckett (Acting Minutes Secretary)

2. Apologies

Apologies were received from Sarah Lofthouse, Wendy Belsey & Julie Lane

3. Matters Arising

Legal: After some discussion it was agreed we would update the minutes from 6th May to correct the title, and include the wording amendments for Sarah to forward to the CC, and record these changes in this minute, and when agreement with the CC was obtained these would also be added to the Website. The wording to be sent to the CC is as follows:

To whom it may concern,

Following a meeting held on Monday 6th May 2024 the Trustees of Kaber Village Hall - Charity Number 1089964 - would like to make an amendment to our constitution.

The changing dynamics and lifestyles of our parish inhabitants are making it increasingly difficult to find people who are willing to commit to be Trustees of our Charity (although we

still have plenty of people who are willing to support us and assist in our events). We would like to change the current requirements of 8 Trustees to a minimum of 3 Trustees, Chairperson, Treasurer and Secretary with a maximum of 5 Trustees in total.

We are making no changes to our charitable objectives and aims.

Yours sincerely,

<signed by>

Sarah Lofthouse, Louise Duckett , Julie Lane

4. Legal:

See discussion under item 3 (above)

5. Financials –

- **Pentecost Rental** – money has not yet been received, but David Leathes confirmed that Judith Polkinhorne was about to send a cheque!
- **Polling Rental** - £100 had been received and it is assumed that this was for the Police Commissioner Poll. Rachel confirmed that she expected a further £100 for the General Election rental, but there was some uncertainty about this.
- **Electricity** – LD confirmed that all the “estimated bills” had been resolved and we had received a final bill for £778.61 had been received based on the actual readings.

MD Took an action to compare this to our calculations (subsequently Malcolm confirmed that our estimates were £771.71....amazingly)

- **Card Machine** – LD confirmed no progress had been made but she was continuing to work on this

LD to progress card machine

- There was a discussion on the possibility to scan cheques to be paid in. LD Confirmed that this facility was only available for personal accounts, and as we had multiple signatories and a business account this could not be arranged. She also explained that on one occasion she had scanned a cheque into her personal account and then transferred this to the KVH account.
- LD confirmed that JL and SL still needed to complete the sign up for electronic banking.

Action JL & SL to complete electronic banking sign up

- LD circulated a current set of accounts to the attendees

Action LD to save this to the "google Drive" – (completed)

We then had (out of context) discussions on:

1. Bingo prizes and agreed that we should continue to collect a "prizes pool" for events.
2. The idea of producing a "Year end review of events" to be issued prior to the AGM to recap on all that had happened and the monies that had been generated from these events.

6. Procedures

MD Confirmed that the booking T&Cs were on the website booking page, and took an action to add the price list and booking forms to the page and provide RG QR Codes for booking and home pages.

Action MD – completed (and floor plan added too – all also stored in Google Drive)

We discussed moving the old blue chairs to the outside toilets

Action MD/LD to move the chairs to the toilets and cover with a tarp

It was noted that the health and Fire procedures development was still on-going

Action JL

7. Work List Update –

MD to chase the offer of new chairs from ACT – MD discovered that they had not received his email or voicemail and given the chairs to someone else.

We discussed "the Urn", and agreed we would revisit discussion this at the next meeting having reviewed the constraints imposed by our insurance. There was a feeling that in fact handing multiple kettles in a small kitchen was probably as dangerous.

Action LD to distribute Insurance docs (done)

8. Building work Update –

DG confirmed that the Energy Survey was booked under the agreement previously discussed. We also needed a floor plan (which MD subsequently found and distributed)

LD confirmed she was progressing Calor Gas change, our application had been accepted and we are now awaiting a delivery/installation date for the bottles.

9. Grants –

DG confirmed he was adopting a “keeping his eyes open” strategy for grant opportunities, but he expected the Energy Survey would guide us in this respect too.

10. Events and Bookings

- RG confirmed that she had put the following events into the web diary:
 - July and August Coffee Mornings
 - BBQ and Show for 7th September
 - Club Nights on Thursdays from September.

Some discussion on the Club Nights ensued. Two items were agreed;

1. That a Computer Club might make sense, providing help in things like On-line Shopping, email, office documents and web safety. We agreed we should put this in the initial “club night rotor”.
2. That RG and MD should create a “Club Night Flyer” to solicit ideas for suitable clubs (with the names of the persons willing to lead the proposed club), to alert people to the establishment of club night, and publish an initial rotor of events.

Action RG MD

11. AOB

It was asked that JL provided an update to the group on the status of B4RN, availability of service in the hall and any estimate of completion / service dates.

Action JL B4RN update via WhatsApp if possible

It was agreed that the time to prepare for the village show was limited and that a show-specific working group meeting would be a good idea – SL to propose a date by end of July if possible.

Action SL – arrange date of show meeting in July

Date of Next meeting.

Monday 5th August 2024 7:30pm (The Green's offered to host).

The meeting closed at 20:43