



Kaber  
Village  
Hall

# Minutes of Kaber Village Hall Working Group Meeting

Monday 5th August 2024

Heggerscale 7.30

## 1. Attendees

Sarah Lofthouse (Chair)  
Wendy Belsey  
Julie Lane (Secretary)  
Louise Duckett (Treasurer)  
Rachel Green (Bookings Manager)  
Damon Green  
Malcolm Duckett

## 2. Apologies

None

## 3. Matters Arising

The meeting agreed we didn't need a **Matters Arising** section in the minutes... DG proposed, SL 2<sup>nd</sup> all agreed.

*Subsequent to the meeting MD suggested that this section should be renamed as "approval of previous minutes", so we have a formal acceptance to trigger publication.*

**Action All – views to suggestion please**

## 4. Legal

It was noted that we had not received minutes of last year's AGM or EGM from the outgoing committee and these were a legal requirement to be compliant with Charity Commission rules, and would need to be posted prior to this year's AGM.

**Action JL - to attempt to get Minutes for AGM and EGM (via formal letter) with a specified date for receipt as this is a legal requirement.**

The 2024 AGM is planned for the 16th September and this is on the KVH google calendar - but we need a poster and notices to publicise this. We also need an information pack, (this should include meeting notice, minutes from last year. The agenda, chair and treasurer's reports (probably with review of year)).

**Action MD - poster & handout**

Final revised documentation went to the Charity Commission last week, and we await their approval.

**Action SL - to monitor**

## 5. Financials

As noted above, we need a "Year End review"... This is an extension of the "last nine months" (and probably content from the "2023 year end review" document), and should be a positive appraisal of the progress in bringing the hall back from the Covid pause. It will include an introduction from the Chair, and financial data to demonstrate how the community is supporting events (in participation and finance) to make the Hall a viable concern.

**Action MD - to compile from input from Working Group and previous documents as outlined in item 4 above**

**Accounts:** LD confirmed as Treasurer that she had posted the latest accounts to the Google Drive (and summarised we had assets of £32,962.46). The meeting agreed these looked good.

**Craft Club:** The meeting agreed craft club should have paid up any outstanding rental fees to date in time for the AGM to allow accurate year-to-date accounts to be presented.

**Card machine:** LD updated the meeting that she had investigated with Barclays the supply of a card machine to allow electronic donations and payments to be made by attendees at events. This requires a single payment for the machine and a 1.6% charge on payments processed by the machine. However, this could only be attached to a single phone.

After some discussion the meeting agreed (SL proposed, MD seconded, all agreed) to acquire the machine and attach to Louise's phone for an initial period and then investigate if a "shareable" phone could be used, to avoid Louise having to attend or loan her phone.

**Action LD - to progress**

**Electronic Banking:** SL and JL agreed to meet LD on Friday at 3pm at Stowgill to complete the electronic banking sign up process.

**Action JL,SH,LD**

## 6. Procedures

It was agreed that RG only needed to keep booking forms until the event occurred – this helping with data privacy legislation too.

**Action DG & MD - to move old chairs to outside storage on Sunday at 11:00ish – screwdriver & tarp needed**

It was noted that “health & safety and fire procedures” action to add information to booking website are still outstanding. After discussion it was agreed that SL would provide a Warcop School document to JL to help progress. And that with the publishing of a floor plan with fire extinguishers marked, we had probably covered most of the Fire procedure requirements. LD & JL would check dates on fire extinguishers this week

**Action JL, LD, SL to progress**

## 7. Work List Update

DG confirmed that the Energy survey was booked and the date is published on the website.

## 8. Building work Update

LD had still not received an answer from Jason as to a probable start date for the works on the Hall. The meeting agreed that it made sense to contact Mick Birkbeck for availability and a quote incase Jason was too busy to complete the work before the weather turned. LD to provide details of quoted/planned work to JL.

**JL to contact Mr Birkbeck to progress**

LD provided an update on the progress with Calor update. Survey dates had been agreed (and added to diary) The meeting agreed chain & padlock would be sufficient for securing the bottles. MD to arrange suitable chain and fixtures.

**Action LD, MD**

Decorating of the hall was discussed. MD commented that we should try to start before the weather turned, even though the rendering work had not been complete. SL will research free B&Q paint with DG to follow up.... It was also noted that it would be good to find nicer curtains (MD suggested LD would be willing to make when fabric is available.)

**Action DG, SL**

It was noted that we need a “Kaber Village Hall” sign....we agreed that a commercial sign might be possible as part of the grant....

**Action DG - to research**

## 9. Grants

DG confirmed that Energy Survey (planned for September) will trigger the grant payment for 90% of the cost of the survey. Also that the survey, should then lead our spending plans.

DG also noted that he had found a "Royal Countryside Fund" aiming to support rural communities in Cumbria and Northumberland and that he is reviewing the documentation to see if/how we might be eligible.

**Action DG - to progress**

## 10. Events

RG provided a review of current planned events, as follows:

1. Private hire on 10th August
2. Coffee on 17th August
3. "Club Nights" on Thursdays from end of September – Club nights idea would be launched at the AGM with first meeting after AGM on 19<sup>th</sup> September. (A standard charge of £2:50 would be made to cover rental/heating/coffee/tea etc.) An extensive discussion was held on possibilities.

**RG will compile a spreadsheet of current possibilities**

**Action - RG to make a start on a flyer with MD**

4. Kaber Show & BBQ 7th September, this generated a discussion and the following points were noted.

- We need a poster on the green asking for entries giving dates.

**Action MD**

- Gazebos:

**LD to ask Dan & Ann, RG & DG have one.**

- Teas coffee cakes – will be charged for
- Barbecue - will be charged for
- Raffle (with Liz's handbag, hampers, an other prizes) we will sell tickets-

**Show/Raffle organising meeting on 28th August @ Stowgill 7:30**

- Free meat for Barbecue might be available from Cranston's or Morrisons...

**JL to research**

We also discussed meetings later in the year, focussing on December. The following were agreed

- A repeat of Music Night

**JL to email Diana Dennie**

- A Domino drive Thursday in December, (5<sup>th</sup> or 12<sup>th</sup>)

**JL to consult with Lillian Fisher needed ...**

- A carol Concert on Monday 16 December.

- 14<sup>th</sup> or 21st December possible Christmas Bingo,

**LD to check with Anne for availability**

- We agreed not to run the normal Coffee morning in December .

## **11. AOB**

none

## **12 . Date of Next Meeting**

5th September at Egil's Hut