



A Year-End Review ('23/'24)

A progress report from the Trustees & Working Group

Introduction

It being **one whole year** since your new Trustees were elected, 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 host of entries for the Show!

Organisation: We have been in discussion with the Charity Commission to make our organisation more appropriate to our needs.

As a result we have been able to reduce the number of Trustees (the people who are legally responsible for the Hall and

Charity) to just four. 😊

As part of this exercise we were told that if we appointed people in “*an apparently managerial position*” then they would automatically be added to the list of legally responsible people – this is something we all wanted to avoid!

So, we have been told that we cannot use names like “**Committee**” or “**Management Team**” – don’t you just love bureaucrats!

So, we have opted to have a “**Working Group**”. 😊

As I hope you have seen we are keen to ensure that Parishioners/Residents 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 information, clear up some of the misunderstandings about the status of the Hall and it’s operation and provide a review for the end of 2024.

Need More Information?

Remember, Trustees are always available to answer other questions you may have. You can find their details 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 (yellow and black) 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: Judges & Organisers

Following the election of the new Trustees in October the team spent some time “getting their arms around” all the documentation and information passed to us by the outgoing Trustees, inspecting and understanding the agreements in place, and unpicking the commitments to which we are subject, 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 remains an “on-going project”, we can provide a “1st year update”, and look at the next steps. So, while some of this review is focussed on “back-office” issues, as they do take time and effort to fix, 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 & Legal** – the document from the Kaber School Charity that lets the hall be used by the community as a Village Hall
3. **Accounts** - (assets, expected income & expenditure, bank account, etc.)
4. **Grants** – the grants that have been obtained, their value, purpose and source.
5. **Booking requirements** – Health and Safety, Fire Inspections, A Bookings Coordinator!
6. **Trophies** - and other items from previous Village shows etc.
7. **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.
8. **People** – gathering together a group of people willing to assist in running a Community Hub.
9. **Communications** – How we hope to talk to you. Website, WhatsApp, Facebook Email & Newsletters



Figure 3: Prize-winning blooms

“The Report”

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

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).

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.

1.11 Pie & Peas (with Quiz) 26th January

A quiz night with food, about 30. Donations of £130:11 (£0 costs)

1.12 Life Drawing Session 15th February

A session for the village artists, run by Mary Leathes.

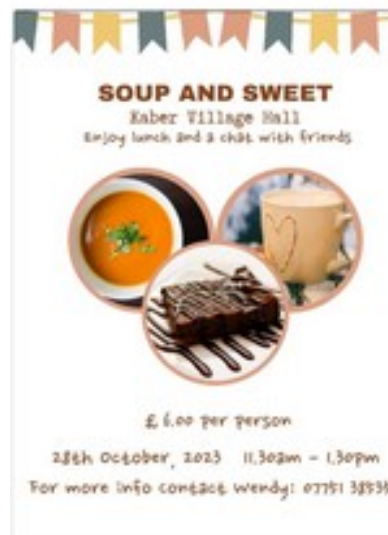


Figure 4: Soup & Sweet Night

1.13 Domino Drive 22nd April

A night for (semi) competitive domino players. Attendance approximately 20, Income £107.

1.14 Family Bingo 27th April

A fun Bingo session for all the family with prizes and hot dogs! Attendance about 26, Income £128

1.15 Learn to Play Whist 10th May

An evening to learn Whist and then a Whist Drive for all, Attendance 26, Income £0 as it was to raise money for a charity.

1.16 Salad & Sweet 9th June

Food and Chatter for the the whole village. Attendance approximately 20, Income £58:80 (including costs)

1.17 Family Bingo 6th July

A fun Bingo session for all the family – clashed with Football. Attendance about 8, Income £7.94

1.18 Kaber Show & Barbecue 7th September

A busy, windy day with some sunshine, 29 classes and 27 entrants and 145 impressive entries. Attendance ~40 people, Income £256.56 (after expenses).

Aside from these public events, we also hosted:

- 45 Craft Club events
- 9 Private hires
- 7 Coffee Mornings

So, quite a busy first year – thank you to everyone for your support



2 Lease & Legal

Just as a reminder: The Hall is actually owned by **Kaber School Charity** (not **Kaber Village Hall Trust** (us)), so we needed a lease in place to allow it to use the hall. The old lease expired at the end of March 2021, meaning that at the last AGM

the Village Hall Trust 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.

That work was completed, and a 10-year lease put 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 (£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.

Once this was done we agreed one change with the School Charity, and that was to allow alcohol on the premises (not for sale, but as prizes or for personal consumption).

The other “legal” thing we did was to apply for a “Music License” – this just allows us to play recorded music (as background or part of an event). You can see the license on the noticeboard in the hall.

We looked at the requirement for a “small lottery license” to allow us to run raffles etc., but determined that this was not a priority during this year, but we can revisit in the future if planned events make it a necessity.

3 Accounts

Current Status

Louise Duckett took on the role of Treasurer for the Trust, and she is presenting her report at the AGM. Given our financial year is January to January but our “AGM year” runs from September to September it's a bit of a job to provide the “first year” view we are trying to create here... so most of the numbers are “Year to Date” figures.

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.

So the net of this is, so far this year we have made a total of £2,646.97, which is a reflection of everyone's support and generosity, but, as she notes, that also included £3,400 in grant income.

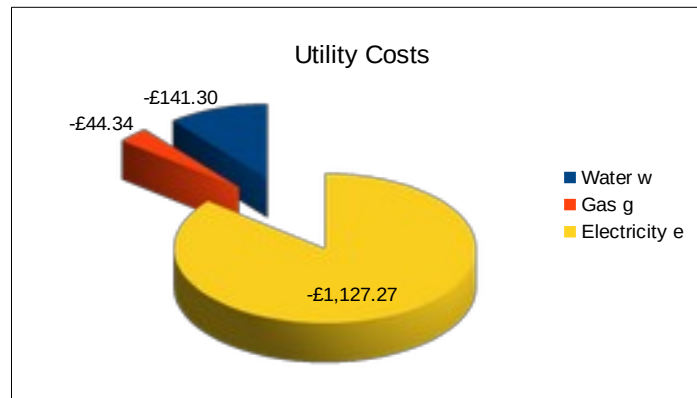
But, none-the-less we find ourselves with cash (assets) totalling £33,358.53, so the bailiffs are not coming soon!

Principal Costs & Incomes

As you are all aware electricity and fuel costs are hitting us all, and as you will have seen from our posts on the website, and newsletters, we have spent an amount of time and some money in trying to manage our heating and lighting costs, while still providing an environment that does not require "your big coat" every time you visit the hall.

We have spent £1,127.27 on Electricity, £141.30 on Water, and £44.34 on Gas.

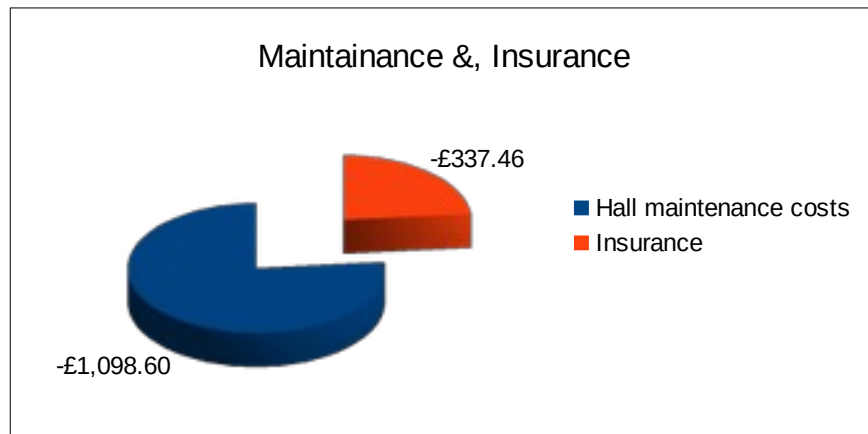
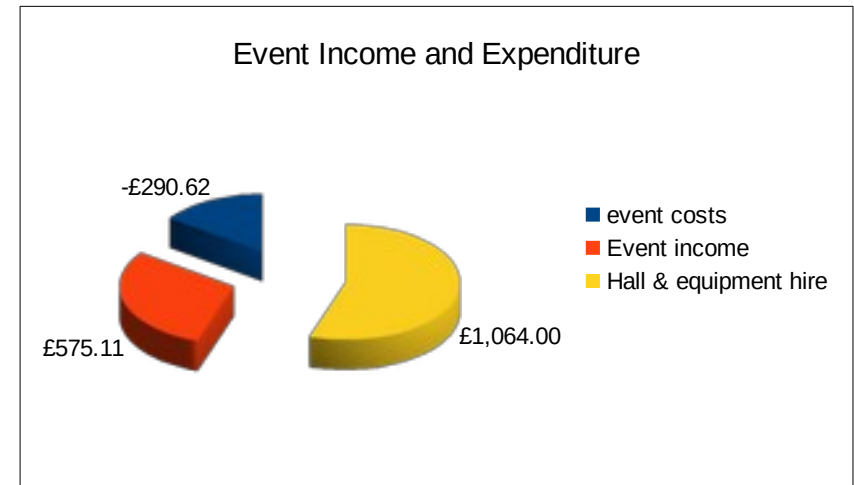
From a maintenance perspective we have spent a total of £985.98 on installing new heaters, lights, secondary glazing and more loft insulation, and our insurance costs are £337.46.



Clearly (aside from Grant income (mostly Covid payments)) our principal incomes are from running events, hiring out the hall for private functions, and hiring the tables and chairs for private functions.

You can see the breakdown of income below (again this is just 2024 YTD).

As was mentioned in Louise's report our event costs have been very low as a result of Trustees and others donating food and prizes for our events. We should not perhaps expect this to continue for ever.



Other sources of Income

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

Expected Expenditure

We will be paying to have the existing Calor tank removed, and a pair of portable cylinders installed, and then there will be some costs in re-commissioning the gas heater, which will involve replacing the pipes supplying this.

Damon has organised a formal Energy Survey, which will help us understand what to spend further money on and also assist when applying for grants for future projects.

4 Grants

We have the monies to complete the refurbishment of the exterior front elevation of the hall (rendering etc.)

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.



5 Booking requirements

We now have in place all the processes and documentation we needed to allow effective booking of the hall for events. All this is documented on the web site and this includes:

- An **online calendar** for the hall to record bookings and other events (equipment rental, cleaning, etc.) - This can be viewed from the website.
- The appointment of a **Booking Coordinator** (Rachel Green)
- Establishment and publishing of **Terms and Conditions** for Rental.

- Establishment of a **pricing/charging strategy** to cover village, commercial and individual rentals by the hour.
- An **Inventory** of items (crockery, furniture etc.) for publishing to prospective renters.
- We replaced the locks on the **kitchen door**, and distributed keys to the keyholders who can open-up the hall and arrange heating as needed.

Some further **decoration** is felt to be necessary to bring the hall up to an acceptable standard, this will be undertaken over time, by volunteer parties. **Cleaning/house keeping rotas** would be nice to ensure the Hall is in good order for renters, at the moment this is being handled in an ad-hoc way by a small number of people.

6 Trophies

We have in safekeeping a selection of trophies from Kaber Show. We are hoping to work with some of the long-standing members of the community so that these can be used in future years, and we can decide what should be done with the livestock trophies which are no longer being used for their original purpose.

7 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 Trustees & Working Group are 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.

8 People

Current Assignments

- **Booking Coordinator:** 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 Working Group Members are:

- Damon Green (grants and buildings)
- Wendy Belsey (website & catering, and organising)

Current Key Holders

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

9 Communications

Being open and transparent is very important to us. The hall is a community asset, and the Kaber Village Hall Trust is a public body, so communication with the community is 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

September 2024