

Hartlip Village Hall Management Committee Chair's Report for AGM 13th March 2014

I would like to welcome everyone to this year's Village Hall AGM. If there are any particular matters you wish to raise please let us know under Any Other Business.

Last year's AGM saw 2 committee members step down and 2 new ones elected. The lack of an elected Treasurer was awkward but the Treasurer's duties have been shared out between us to keep the wheels of finance turning.

My thanks go to all committee members for their work during the year. I thank our Secretary Barbara Addicott for managing the increased level of administration during the year. Also, I thank Alison Bruce for not only doing the busy job of Bookings Clerk but she additionally took on most of the financial duties as Acting Treasurer. My best wishes go to Ruth Bellord who has served on the committee for some 13? years, most of it as Chair, Bookings Clerk and caretaker all at the same time!

The committee, though still small in numbers, set as a priority to focus on various aspects of our governance, administration and financial procedures.

A Bookings & Fees sub-committee was set up to carry out a rigorous examination of the arrangements for bookings and hire charges. Booking forms and their T&Cs have been rewritten. A close examination of the accounts over the previous 3-4 years established a realistic charge-out rate to cover the cost of running the Hall and provide a small reserve towards maintenance and improvements to ensure the future viability of the Hall. Hire charges/fees had not been increased since September 2010. Hence, an increase above current inflation was necessary to catch up and a new scale of charges came into effect across the board in January 2014. The committee needs to pay close attention to this issue in future so as to avoid sudden and unpopular jumps in fees.

Draft contracts and payments for those people providing services to the committee have been looked at but need further development before they are ready for use.

Also, the contentious issue of Sunday bookings was finally resolved with a compromise agreement to revert to the earlier convention of Hartlip christening parties only.

A Development Plan has been drafted that takes a strategic overview of all the Hall's facilities and operational needs. It identifies both immediate and longer term priorities to manage the Hall as a fit-for-purpose venue for the local community.

Routine maintenance and Health & Safety duties were carried out including pest control, boiler servicing, routine fire safety risk assessment inspections and an Asbestos Management Survey.

Maintenance is particularly relevant at the moment in light of the unprecedented severe weather suffered across the country over the last 4 months. In January rainwater from the Meeting Room roof leaked onto the floor and resulted in a serious accident where a member of the art class slipped over and suffered a broken hip. Fortunately she now appears to have recovered well. The Hall has other repair and

maintenance matters that need to be addressed such as the settlement at the rear corner of the Meeting Room.

During the year regular users have remained faithful to the Hall. The Invicta Dog Club, the Art Class, the 55+ Club, Yoga and Hartbeats choir still attend regularly. Two new arrivals were the Dynamic Academy of Dance providing dance classes for adults in the evenings and kids on Saturday mornings and a Zumba class.

One-off bookings have been at a reasonable level but more would be welcome.

The Preschool still remains our heaviest regular user. The Occupational Licence, has been in existence now for over 2 years. An update of the licence is in preparation but agreement between the committee and the Preschool on an interim licence is proving elusive at the moment.

Notable events during the year included the Hartlip Community Day in June. Intended to promote more interest in community activities, it also raised awareness of the Hall. The recent theatrical show by Strangeface was a sell-out and raised £364. However, it received mixed reviews from the audience. The level of appreciation depended largely upon where you were seated and how good/bad the sightlines were.

In terms of grants the KCC has offered £1,300 towards the replacement of folding tables and storage trolleys. A transfer of the funds to the hall's bank account is anticipated in the next 2-3 weeks.

Finally, I also take this opportunity to say that I too will step down from the committee having been here for 5 years - 3 of them as secretary and nearly 2 as Chair.

Thank you.

Richard Hill
Chair of the Management Committee