

**Hartlip Village Hall Management Committee**  
**AGM: 10<sup>th</sup> March 2016**  
**Chair's Report**

I would like to welcome everyone to this year's AGM.  
Should there be any matters you wish to raise, please do so under Any Other Business.

Committee Year 2015/16 has seen stability in HVHMC Trustees, committee members, Treasurer and Auditor.

**Paul White** has served as HPC Representative and has taken on a great deal of responsibility for hall maintenance.

**Jacqueline Shicluna** has been responsible for considering possible fund raising options.

I have served as Chair and Secretary. I have also continued as Booking Clerk for reasons explained later.

**Peter Blandon** continues to serve as a non-committee member in the capacity of IT Manager.

**Graham Seymour** has served as a non-committee member in the capacity of Technical Advisor on matters relevant to his professional expertise in electrical and related matters.

**Susan Marlowe** retired from her post as the hall's cleaner in December to pursue a new and demanding occupation. She remains as 'back up' cleaner when needs arise.

HVHMC and Trustees thank her for many years of service and for responding so positively to the challenging demands of the last two years.

**Emma Smith** joined the team in January as permanent cleaner. She has settled into her role well.

Her willingness and flexibility is much appreciated. Few cleaners would arrive at the hall at 11pm after a hire to ensure all is in good order for the following morning!

I am immensely grateful to them all. They are all members of 'the team' at a very demanding time.

Apart from the people named above, there are others who have supported Hartlip Village Hall and me personally throughout the year and to whom I wish to offer my genuine thanks:

- HPC as Hartlip Village Hall Holding Trustees
- County Councillor Mike Baldock for his interest in the hall, support of HVHMC events and a very generous grant
- Borough Councillor John Wright for very valuable grants
- Borough Councillor Gerry Lewin for a valuable grant
- Hartlip Community Hub whose Community Day showcases the hall and offers opportunity to Regular Hirers to recruit, which strengthens the security of the hall. Thanks to all who support this event on the day.
- Personnel of the Charity Commission who have given much time and advice
- Representative of ACRE for valuable advice and guidance
- HVHMC have received several emails/letters during 2015/16 to thank them for the improvements to the hall in terms of improved tidiness, cleanliness and user-friendliness. HVHMC wishes to thank those people who have taken the trouble to communicate with them in this positive manner.
- The mystery donor of some glassware for hall use!

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2015/16 has been another very busy, demanding, labour and time consuming year with some very serious and sensitive challenges.

The Committee once again set itself many weighty targets which, miraculously, have been achieved.

I will outline some of them in my main report but the number and range is so extensive that it will be impossible to discuss all in depth.

I have therefore provided a bullet pointed appendix which you can peruse at your leisure.

**HVHMC work undertaken this year falls broadly under the following headings:**

1. Continuation of review and improvement of HVH Financial Affairs and related matters
2. Continuation of the work of the Booking and Fees Sub-Committee on hire and fees matters to work towards a fair and even playing field for hirers and greater security for HVH
3. Addressing the long established disharmony between HVHMC and Pre-School

4. Development Plan, major structural repairs and maintenance matters
5. Completion of emergency lighting and signage action
6. Installation of a comprehensive, compliant fire alarm system
7. Installation of the requires photoluminescent fire signage and establishment of Fire Muster Point
8. Continued review and improvement of role of Booking Clerk and of Bookings Systems
9. Securing more Occasional Hirers and also Regular Hirers.
10. Further development of website

### **Finance**

The previous Trustees did not commission and present the required

#### **Independent Examiners Report for 2013 at the 2014 AGM.**

This was therefore commissioned by the new Trustees in 2015 and was presented with the 2014 Report at AGM 2015.

The 2013 Report identified some serious weaknesses in procedures and record keeping which 2014 Report showed had been dealt with during 2014/15 by the new HVHMC.

HVHMC has continued to consolidate and improve systems still further during 2015/16.

One major and crucial target was to establish a Contingency Fund to increase the security of the hall and its hirers.

This has been done and it is hoped to increase its financial level further during 2016/17.

**Grants** have been aggressively chased and the following have been credited to the hall's account:

- £1500 from County Cllr Baldock to be match funded by HVHMC to enable the installation of a comprehensive and compliant Fire Alarm System
- £400 from Borough Cllr Wright to contribute to the Fire Alarm System
- £400 from Borough Cllr Lewin to contribute to the Fire Alarm System
- £250 from Borough Cllr Wright to contribute to resolve ponding on Meeting Room roof and south wall dampness investigation
- £250 from HPC to contribute to resolve ponding on Meeting Room roof and south wall dampness investigation

### **HVH Funds**

Through hard work to increase hirings of all types, continued rationalisation of fees, grant sourcing, rigorous examination of all aspects of outgoings, introduction of rigorous procedures and good house-keeping HVHMC has raised receipts by 38.42% from 2014 to 2015.

The major works requiring urgent attention have meant that payments have had to rise by fractionally over 100% but the introduction of strong, responsible financial management systems and hard work of HVHMC have made this manageable.

2016 will be another very demanding year.

### **Booking and Fees Sub-Committee (BFSC)**

**This sub-committee was formed to ensure that, annually, hall outgoings are closely analysed to establish an hourly 'open fee' and that hire fees and Booking Forms and Terms and Conditions are reviewed.**

Fully evidenced recommendations are then offered to HVHMC, Charity Trustees and Holding Trustees for discussion and consideration as appropriate.

The BFSC continues to work towards a fair and even playing field for hirers and greater security for HVH.

01.01.16 saw fees rise for all Regular Hirers at a more modest level than had been necessary in 2014 when fees had not been analysed for several years. All existing Regular Hirers are now on the same hourly rate.

Pre-School fees rose from 01.01.16 within the fees increase package determined to start 01.01.14 and last for about 5 years to address the unsustainably low fees that PS had been paying since about 2000.

The alternative to this gradual rise was a very large immediate rise from 01.01.14

HVH is a charity, PS is a charity, other Regular Hirers are charities.

***One charity cannot subsidise another.***

HVH had subsidised PS for many years and this could not continue.

It is the intention at the present time that HVHMC will endeavour to give consideration to the number of hours PS hires the hall when setting fees.

### **Relationship between HVHMC and PS**

This has been a concerning issue over many years.

HVHMC has tried hard in the last two years to resolve difficulties.

HVHMC members have good knowledge of the needs of a PS and of Ofsted requirements.

HVHMC is also supremely aware of its responsibilities to HVH as laid down by its governing documents.

A PS in HVH is a valuable activity but means must be found to ensure that the hall is used in such a way by PS so that it not subsidised by HVH/other hirers

and is available, usable, attractive and safe for other village organisations, other activities and for Occasional Hirers.

This matter reached 'tipping point' in 2015 with so much time being expended on PS issues that other work was not able to be progressed.

HVHMC therefore invited members of KCC Early Years and members of PSMC to a meeting in December 2015 for a full and frank discussion.

During this meeting the history of the hall, its governing documents, role and responsibilities of HVHMC were clarified for KCC and PS.

It is hoped that 2016 will see an improved relationship between Management Committee and PS as hirer.

### **Development Plan, major structural repairs and maintenance matters**

Progress through the rolling **Development Plan** has been excellent as is seen in the appendix to this report.

### **Emergency lighting and signage review and action**

This was inadequate/non-compliant.

Essential works were carried out 2014/15 and has been completed in 2015/16.

### **Fire Alarm**

It was essential to organise the installation of this system to ensure that the hall complies with H&S requirements of a hiring facility.

HVHMC Technical Advisor invested a huge amount of time in this project.

Graham analysed HVH needs, researched systems, met with contractors to carry out site surveys and organise quotations, analyse specifications and quotations.

Once a decision was made on the system best suited to HVH, Graham managed the project and has set up a strong system for testing the alarm and recording this.

The result is strong protection for hirers and the hall itself.

Thanks go to Graham.

### **Photo-illuminant Fire Signage and Fire Muster Point**

These matters have been addressed during 2015/16 again to give appropriate protection to hirers and hall.

The muster point area is the 'yellow lined' area by the tractor gate and must not be used for parking.

### **Continued review and improvement of role of Booking Clerk and of Bookings systems**

To make this aspect of HVHMC more efficient, user friendly and trackable for financial control purposes was essential.

As a temporary measure and to achieve this, I have remained in this role and, with regular consultation with, and support from Paul and Jacqueline, a sound system has emerged.

Some further work is necessary including Peter Blandon and I working closely together as the aim is to effectively involve HVH website in this system.

### **Increasing Occasional and Regular Hirers**

The upgrading of H&S matters at HVHMC does make the hall more attractive to potential hirers.

Due to very hard work, **Occasional Hirer** income during 2015 rose noticeably. HVHMC has been approached by a number of potential new **Regular Hirers**:

- Hartlip Gardeners
- Pilates
- Clubbercise
- A private Pre-School
- Craft group
- Language teacher

This is very encouraging. Not only would additional hirers bring more income for the hall but new Regular Hirers provide more opportunities for village residents.

Not all approaches will come to fruition.

Some activities cannot be accommodated at this time.

2015 saw Hartlip Gardeners become Regular Hirers of the now cleared School Room.

Clubbercise is trialling in the Main Hall.

Pilates is to start trialling in the Main Hall soon.

The Craft Group is to trial in The School Room soon.

### **Website**

HVHMC Website Manager, Peter Blandon, has continued to work hard on developing the website. Thank you Peter.

There is still work to do and Peter will take the system further during 2016.

Thank you.

Barbara Addicott

Chair of Hartlip Village Hall Management Committee

10.03.16