

Hartlip Village Hall Management Committee AGM 2015

Chair's Report Appendix: summary of 2014/15

- Appointment of new Charity Trustees.
- Trustee Indemnity Insurance taken out for first time.
- Trustee training undertaken with more to follow.
- Appointment of new Treasurer.
- Appointment of new Independent Examiner.
- Highly successful match fund grant applications.
- HVH Bank Funds raised from @13.5k to @34k thus enabling financing of some major works.
- Design and establishment of new financial systems to meet standards required.
- Design and establishment of new record forms, Booking Forms, Terms and Conditions to meet standards required.
- Close analysis of contractors:
 - Cannon Pest Control* – investigation of service revealed that only 1 of 4 visits had taken place 2014 and so 75% refund demanded and received.
 - Merryweather Fire Extinguisher contract* examined. 10 year contract signed in 2011. Most unfavourable to HVH. Exit fee of £650 for 2015 means HVH will have to remain in contract at the moment.
 - Swale Heating* investigated for more useful contract for gas boiler service.
- Main Hall safe capacity is reduced by positioning of Pre-School (PS) cupboards. This reduces hiring opportunities and thus income for HVHMC. From now on the cupboards will be removed to sheds when a hire requires it.
- HPC and PS had agreed in 2006 that mowing grass between PS play area and hall was to be done by PS. This was part of the arrangement when play area/sheds permitted. Somehow HVHMC have been funding this. Responsibility is returned to PS.
- Much work done to move Development Plan items on.
- All gutters cleared.
- South path cleared.
- Professional deep clean and treatment of floors during summer break. This to become standard.
- New cleaning schedule trialled and adopted.
- Review of storage to provide opportunity for all hirers and HVHMC to be accommodated.
- Structural Engineer survey of suspected subsidence at SW corner. Trial pit examination done.
- Subsidence problem corrected with associated works carried out.
- Fence returned to original position at west of hall thus enabling better access to water butt/tap for allotment holders and safer access to play area for PS.
- New hard wood external door from Meeting Room. To be hung on right to give safer access/exit from Meeting Room.
- New 'fit for purpose' fire door with vision panel from Main Hall to Meeting room. Acoustic seals.
- Breaching of DPC on west and east sides corrected.

- Some urgent roof repairs carried out.
- All lighting controls checked and tracked with clear technical diagrams provided for benefit of hirers.
- All emergency lighting tested and replaced where defective.
- Running Man signage installed in Meeting Room and School Room to make hall compliant in this regard.
- Additional lighting fitted on west wall to enable side path to Meeting Room to be accessed safely.
- Quotations sought for installation of hand dryers in cloakrooms and sockets at north end of hall.
- Professional Risk Assessment arranged. This will be followed by Regular Hirer R.A.'s.
- Regular Hirers and PS to provide HVHMC with a list of any electrical equipment stored on site. From 2015 to be responsible for carrying out and paying for own PAT testing.
- New security locks fitted to main and side doors.
- Keyholder Record Forms and deposit system set up.
- Occasional Hire Handover/ Handback Form established to ensure strict enforcement of Terms and Conditions and tracking system for Damage Deposits.
- Analysis of outgoings to establish hourly open cost by Booking and Fees Sub-Committee.
- Fees analysis by Booking and Fees Sub-Committee in light of hourly open cost.
- Regular Hirers to pay fees in advance: introduced January 2015.
- Regular Hirers to pay for all hours of occupancy (set up/clear away)
- Cessation of all cash payments.
- Encouragement of BAC's transactions.
- New Pre-School Occupancy Licence to prevent possibility of tenancy being established. Also establish clear hire terms and relationship between HVHMC and PS Committee. Communication between HVHMC and PS Chair/Officers from mid-2014.
- Ownership of website taken by HVHMC with Peter Blandon managing it.
- Review of Booking Clerk role and establishment of new administrative systems and financial controls. Peter developing a quality on-line system.
- Delivery taken of new folding tables.
- New fridge.
- New kettles.
- Reorganisation of kitchen.
- Improvements to equipment in kitchen.
- Moves to improve links with Community:
 - Community Day participation
 - Providing use of hall without charge to HPC for 'Lights Out' 04.08.15 and for Public Meetings
 - Provision of Village noticeboards – this will be developed further if the village requires

Barbara Addicott

Chair

Hartlip Village Hall Management Committee

12.03.15