

Hartlip Village Hall Management Committee AGM 2016

Chair's Report Appendix: summary of 2015/16

- Establishment of essential Contingency Fund
- Highly successful match fund grant applications
- HVH receipts raised by 38.4% on 2014 thus enabling crucial work to be carried out.
This crucial work, of course, means that expenditure had to rise by 100%. Expenditure on further essential maintenance will necessarily be high again in 2016
- Further development of financial systems to meet standards required.
- Defibrillator installed in School Room. Funded by HPC
- Further development of record forms, Booking Forms, Terms and Conditions to meet standards required
- Development of efficient invoicing system for Regular Hirers
- Much work done to move Development Plan items on
- All gutters cleared
- South path cleared
- Completion of removal of trip hazard upstands and crazy paving of west path with completion of fence returned to original position thus enabling better access to water butt/tap for allotment holders and safer access to play area for PS
- Some urgent roof repairs carried out
- Improvements to south gutter/downpipe system
- Work to Meeting Room roof to remove ponding problem
- Investigative work to establish cause of south wall dampness
- Completion of emergency lighting upgrade
- Professional Fire Risk Assessment carried out
- General Risk Assessment carried out by HVHMC
- Installation of Fire Alarm
- Establishment of testing system and record system for Fire Alarm
- Installation of photo-luminescent fire signage
- Establishment of Fire Muster Point in car park (hashed area of tractor gate)
- Establishment of quality emergency lighting test system and record system
- Quotations sought for installation of hand dryers in cloakrooms and sockets at north end of hall
- Quotation for timers on immersion heaters
- Analysis of hall 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
- Further development of Booking Clerk role and establishment of new administrative systems and financial controls. Peter developing a quality on-line system
- Clearance of School Room to establish a third hireable room

- Provision of School Room as PS's second room with removal of Meeting Room from PS use to establish a 'clean room'
- Raising of Occasional Hires and income
- Recruitment of new Regular Hirers to benefit village and hall income
- Meeting organised by HVHMC with KCC Early Years and PS with aim of improving matters for all
- Further development of website
- Appointment of new cleaner
- New cleaning schedule trialled and adopted.
- Fund Raising Quiz Night held
- Further moves to improve links with Community:
 - ✓ Community Day participation
 - ✓ Participation in joint venture with HPC and Chapel to put on 'Hartlip Sings Christmas' on Christmas Eve
 - ✓ Development of Village noticeboards

Barbara Addicott
Chair
Hartlip Village Hall Management Committee
10.03.16