

Hartlip Village Hall Management Committee
AGM: 12th March 2015
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 2014/15 has seen some changes in HVHMC Trustees, committee members and non-committee supporters.

Ruth Bellord and Michael Spurr stepped down as Charity Trustees and Donna Brazier, Alison Bruce and Dave Bruce as committee members. Thanks go to them all for their service.

Paul White has served as HPC Representative and has taken on some responsibility for hall maintenance.

Jacqueline Shicluna is involved in considering possible fund raising options.

Graham Addicott OBE and **Major Richard Ballinger** have become Charity Trustees. Both bring with them an enormous bank of knowledge about the hall, the village and Standards in Public Life which is vital today. In addition to their wealth of experience, the Trustees are actively embracing specific Trustee Training in order to ensure that they themselves, and HVHMC, fulfil their duties appropriately. They have set themselves some demanding targets for the coming year.

Lisa Godfrey has joined us as Treasurer. Lisa has good experience of such work. She has been and will continue to work alongside me in establishing new finance systems which respond to the rigour demanded today. Her patience and dedication have been tireless.

Kevin Funnel F.M.A.A.T. has become HVH Independent Financial Examiner. Kevin has huge experience and is very knowledgeable on Charity Commission matters. Kevin has actively supported Lisa and me in our work on financial matters.

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

Graham Seymour has joined the team 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 remains the hall's cleaner and has risen to new challenges set this year. 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!

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

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 and an incredibly generous grant
- Borough Councillor John Wright for a very 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.
- Clive and Alison Rayment for donating much needed crockery
- Personnel of the Charity Commission who have given much time and advice
- Representative of ACRE for valuable advice and guidance

The first meeting of Committee Year 2014/15 saw confirmation that Lisa Godfrey would become Treasurer and I was appointed as Secretary.

The position of Chair remained vacant.

Paul White agreed to chair meetings until the position could be filled.

As Secretary, I carried the Chair workload to enable the hall to function.

At the July 2014 meeting Paul asked if I would formally take on the role of Chair.

2014/15 has been a very busy, demanding, labour and time consuming year with some very serious and sensitive challenges.

The Committee 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. Review of HVH Financial Affairs and related matters
2. Continuation of the work of the Booking and Fees Sub-Committee on hire and fees matters
3. Development Plan, major structural repairs and maintenance matters
4. Hall security
5. Emergency lighting and signage review and action
6. Review and improvement of role of Booking Clerk and of Bookings Systems
7. Website

Finance

The 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 and Committee and is presented tonight with the 2014 Report.

The 2013 Report identified some serious weaknesses in procedures and record keeping which 2014 Report shows have been dealt with during the last year.

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

- £1300 for new folding tables: this figure was immediately paid out and so does not feature in the bank balance stated below
- £450 to assist with an urgent roof repair: this figure was immediately paid out and so does not feature in the bank balance stated below
- £6000 from County Cllr Baldock to be match funded by HVHMC to investigate and rectify the long standing subsidence/rotten door in Meeting Room + ineffective fire/acoustic door from Main Hall to Meeting Room
- £1000 from Borough Cllr Wright to enable a professional Risk Assessment to be commissioned and work to begin on non-compliant emergency lighting

HVH Funds

Through rationalisation of fees, grant sourcing, rigorous examination of all aspects of outgoings, introduction of rigorous procedures and good house-keeping HVHMC has raised the bank balance from @ 13.5k in January 2014 to @ 34k in March 2015.

This has been difficult to achieve but was essential to enable crucial work to be undertaken.

This figure will be severely decimated as bills for current major works come in.

Booking and Fees Sub-Committee

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.

BFSC first analysis had found a fees schedule that was neither fair nor logical and its recommendations for 2014 saw:

(a) fees rationalised and evened to create a level playing field

(b) fees adjusted after 3/4 years without review or increase

Its recommendations for 2015 were to ensure that all Regular Hirers:

(a) pay fees at least 4 weeks in advance

(b) pay for the whole of the time they occupy the hall i.e. set up and clear up as well as activity

It also recommended that:

(a) Terms and Conditions of hire be properly enforced

(b) All cash payments end

The Sub-Committee produced and recommended a new Pre School Occupancy Licence (OL) to begin operation in 2014.

This OL provides protection, security and clarity of terms of hall use for both HVHMC and PS.

It provides for a clear, professional relationship between the two parties with communication between HVHMC and PS Chair/Officers.

It ensures that a tenancy cannot be established.

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.

A Structural Engineers report was commissioned to investigate the long-standing structural problem at the SW corner of the hall. **Subsidence** was formally diagnosed.

Trial pit analysis took place.

Costly remedial work has been undertaken.

Carpark tarmac had been laid in such a way as to **breach the DPC** with serious consequences of damp/brick spalling. The carpark has been cut away on west and east walls with a French Drain laid to remedy this problem.

Urgent roof work has been undertaken. HVHMC is well aware that more major work will be required before too long.

Hall Security

New locks have been fitted to main and side door.

A Keyholder Form/Deposit system is now in operation.

No-one under 18 is permitted to hold a key or be alone/in control of the hall in any circumstances.

Emergency lighting and signage review and action

This was inadequate/non-compliant. Essential works have been carried out.

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 taken over this role and, with regular consultation with, and support from Paul and Jacqueline, a sound system is emerging.

The process also involves Peter Bandon and I working closely together as the aim is to effectively involve HVH website in this system – watch this space!

Website

HVH website was managed by Tubz Brands.

HVHMC decided that it wished to end this contract and take ownership of the website itself.

This move has now been made and Peter Bandon is managing an exciting project to develop and personalise the website in ways specific to our needs for the future.

Peter's expertise and patience is immense! It is fine for the likes of me to come up with ideas but without Peter none could be fulfilled.

The progress he has made so far is amazing and I look forward to the 'final product'! I thank him.

Thank you.

Barbara Addicott

Chair of Hartlip Village Hall Management Committee

12.03.15