

Hartlip Village Hall Management Committee
AGM: 15 March 2018
Chair's Report

I would like to welcome everyone to this year's AGM for the presentation of HVHMC Report and Accounts to the inhabitants of the parish of Hartlip.

Should there be any matters you wish to raise, please do so under Any Other Business.

Committee Year 2017/18 has seen stability in committee members.

Paul White has served as HPC Representative and has responsibility for hall maintenance. Paul does an immense amount of work 'behind the scenes' to keep the hall in good order and this makes significant financial savings for HVHMC.

Jacqueline Shicluna has continued as member with responsibility for fund raising.

Jacqueline organises HVH Annual Quiz Night and is the committee member responsible for the running of Hartlip 100 Club.

I have served as Chair and Secretary. I have continued as Booking Clerk rationalising systems and administration and removing the need for this to be a paid post as it had been in the past thus reducing the hall's financial outgoings.

Rachel Girt stood down as Treasurer in January of this year. HVHMC and Trustees were pleased to welcome **Karen Beadle** as Treasurer from February.

The hall's **Charity Trustees** have played an active part in the management of the hall and really are 'critical friends' to HVHMC.

Lionel Robbins is Independent Financial Inspector to the hall and carried out the inspection of 2017 finances in January 2018.

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

Graham Seymour continues to serve as a non-committee member in the capacity of Technical Advisor.

HVHMC is most grateful to them both. Both contribute a great deal to the hall and save the management committee a significant amount of money.

The financial savings made by the work of and very generous donation of time by committee members and committee supporters has contributed greatly in the last 4 years to the crucial improvements to the hall and also assists in enabling hire fees to be held at a very moderate level.

Emma Smith continues as hall cleaner and her flexibility is much appreciated.

The demands upon HVHMC continue to be heavy and I am very grateful for the hard work and dedication of all members of the team.

Others have supported the hall and me personally during 2017/18 and I wish to record my thanks to:

- HPC as Hartlip Village Hall Holding Trustees
 - County Councillor Mike Whiting for a generous grant
 - Borough Councillor John Wright for a valuable grant
 - Borough Councillor Gerry Lewin for a valuable grant
 - Jacqueline Shicluna for the kind donation of some much needed kitchen equipment
 - CC personnel for their advice when needed
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2017/18 has been a year of much hard work and time investment for HVHMC. It has not been a year without challenge of various kinds.

The committee, as every year since its formation four years ago, set itself ambitious targets and once again achieved all of them and more.

I will outline some in my main report but so much has been done that it is impossible to cover all. I have therefore, as over the last three years, produced a bullet point appendix summarising all that has been done and which you can peruse at your leisure.

It is recommended that residents visit the website and view the Chair's Reports for 2015, 2016 and 2017 to develop a picture of the huge amount achieved in the last four years.

HVHMC work undertaken this year falls under the following broad headings:

1. Finance
2. Systems and Policies: review and development
3. Maintenance/H&S
4. Hirer recruitment/provision of services

Finance

Grants have been applied for and obtained.

Grants today tend to be match funded and so HVHMC must ensure that it manages its finances so that it has the resources to enable applications to be submitted.

- County Councillor Mike Whiting: £1720
- Borough Councillor John Wright: £500
- Borough Councillor Gerry Lewin: £200

These funds have been matched by investment by HVHMC and used for a range of projects.

HVH Funds: Hard work to continue the rationalisation of fees, rigorous and regular analysis of income and outgoings, grant sourcing, efforts to increase hirings and the work mentioned earlier by committee members and supporters has made it possible to maintain receipts at a similar level to that aimed for and achieved by this HVHMC in 2015 which was 38% higher than 2014. The major works identified in 2015 and worked on since, are costly but responsible financial management has made good progress in this area possible.

Booking and Fees Sub-Committee (BFSC) continues to work towards establishing a fair and even playing field for hirers and security for the hall into the future.

Strong management has enabled 2018 fees to be held at 2017 rates for Regular Hirers.

Contingency Fund: 2017/18 saw the committee fulfil its intention to add to the Contingency Fund which it established in 2015/16 to give security to hall and hirers.

Fundraising: another successful Quiz Night was held in 2017 and Hartlip 100 Club, established last year, is being embedded this year. HVHMC is collaborating with St Michael's Church on this venture.

Systems and Policies: Review and Development

Terms and Conditions document has been updated and is available on the website.

All Booking Forms have been reviewed to ensure that they gather information efficiently, provide a strong paper trail for financial inspection and support management of hires.

Invoicing of Regular Hirers is now carried out annually for efficiency for hirers and HVHMC and to provide the evidence for financial inspection.

Website review is underway. Some changes have been made. More will follow and include policies as appropriate.

The activities page, annual fee details and Terms and Conditions document have been updated.

A One Hundred Club page has been added.

Finance Report: the new system introduced last year to improve efficiency and to ensure that all committee members can be active in tracking progress has been developed further.

Policies: there is an expectation today that organisations such as this establish key policies. One of the Charity Trustees, Graham Addicott, has undertaken the gradual drafting of policies which are brought to the committee for discussion, modification if necessary and ratification. This programme will continue in the months to come.

Maintenance and H&S

Progress through the rolling Development Plan has been excellent and detail is provided in the appendix to this report.

Particular attention has been given to H&S matters and specifically to the latest independent Fire Risk Assessment advice, to cosmetic work to make the hall more attractive and comfortable, to cost-cutting and hirer convenience.

HVHMC has a policy of using local labour where possible.

Works this year include:

- Completion of the replacement of internal fire doors to include vision panels and appropriate closures ensuring compliance with current regulations
- Appropriate fire signage has been installed on doors
- Appropriate fire signage has been installed in rooms as necessary
- A call point has been installed in the kitchen as part of the Fire and Smoke Alarm system
- The fire muster sign in the car park has been moved to be more clearly visible and hirers are responsible for keeping this area clear
- The project to upgrade and extend emergency lighting continued
- A safety lock has been fitted to disabled toilet door
- Funding is in place to re-mark the car park to increase safety, provide a clear passage to the Muster Point in the case of emergency and provide a better facility for the disabled
- A lock has been fitted to Meeting Room door achieving an aim to establish three independently hireable rooms
- All required servicing has, as usual, been kept up to date
- HVH Risk Assessment has undergone annual review
- HVH H&S Assessment has undergone annual review

- Installation of a car park sign clarifying the permitted usage, i.e. for use of hall hirers and allotment holders only, has brought cooperation from some people who had slipped into unauthorised parking and HVHMC and Trustees thank those concerned for their appreciation of the problems being caused and their cooperation for the sake of the sustainability of the hall into the future.

It is requested that anyone who has continued to park without authorisation, respect the polite reminder that the car park is not for general parking and that their actions have an adverse effect upon the hall.

The car park is an increasingly crucial resource for hirers.

Its availability and safety is vital to the recruitment and retention of hirers.

This matter is one of the biggest threats at the present time to the sustainability of the hall and is of concern from a NHW point of view also.

- Decoration of the whole hall managed by Paul White
- Replacement of the stage curtains, badly damaged by Pre-School staff, has taken place
- An approach to Martin Lukehurst regarding window curtains for the Main Hall produced an incredibly pleasing result. Martin has offered to provide fabric, fireproof it and make and hang curtains at all Main Hall windows. This generosity will save HVHMC 2k and is very much appreciated. 2018/19 will see these installed. We thank Martin most sincerely.
- In order to improve the hall's provision for the disabled and improve inclusivity, HVHMC is investigating possible funding for the installation of a hearing loop.

Recruitment of Hirers/provision of services

This was actively focused on again during 2017 with new activities trialling:

Irish Dancing

Dog's Trust classes

Adult tap class

A children's holiday club

Musical Movement class

Saturday Family Play Scheme

Activities trialling in 2016 that have become regular include:

Clubbercise

Tribe

In years past, HVH has basically closed during school holidays which amounts to 13 weeks or 25% of the year.

The committee was concerned about this waste of the resource in terms of service to the community and from a financial point of view.

This time has and is being targeted to increase hall usage and income.

In 2017, approximately 500 extra hours were booked. Whether this can be sustained, time will tell.

This level of additional booking makes a heavy demand on the Booking Clerk.

The issue of Sunday Opening was investigated painstakingly during 2017.

First of all a meeting was held with Reverend Staniforth to explore ways to make the hall more accessible for those families who wished to hold a party here after a Christening at church.

This was a productive meeting.

Secondly, it has been said for many years that a covenant laid down that the hall could open on Sundays only for parties following Christenings at the church.

HVHMC examined documentation including that held in the bank by the Holding Trustees in an attempt to find the covenant.

Nothing was found and so, from 2018, the hall will open on Sunday with times and hire charges specific to that day.

Pre-school closed in July 2017 as a direct result of historic low recruitment producing an income too low to enable it to function as a viable commercial organisation.

Kent County Council deemed the Pre-school to be unsustainable and so withdrew its funding including the additional sustainability funding it had been in receipt of for some years.

HVHMC remain committed to engaging with the community where possible.

June 2017 saw the hall provided at no charge for The Big Lunch. This was a 'bring and share' lunch for Hartlip residents collaboratively organised by HPC, Hub, HVHMC, the Chapel and St Michael's Church.

Christmas Eve 2017 saw the hall provided free of charge for residents for Hartlip Sings Christmas, then in its third year. This is a collaborative event organised by Hartlip Parish Council, HVHMC and the Chapel.

Before closing there are two other matters which I wish to mention.

One is to wish the healthiest and happiest of retirements to Graham Seymour, HVHMC's Technical Advisor.

Graham will continue in his support role for the hall and the committee is much relieved by this as his contribution and expertise is of great importance to us.

Secondly, there is a personal matter which I wish to raise.

In May 2017 I was diagnosed with aggressive breast cancer.

I was determined to and managed to (though in hindsight I sometimes wonder how!) continue, during my lengthy and harsh treatment, with the HVH responsibilities I had committed to at AGM 2017.

I want to record my sincere thanks to the Charity Trustees and my fellow committee members for their support during this very difficult time.

I also want to record my thanks to Graham Seymour who has kept in close contact throughout and has been ready to take on extra tasks to relieve me whenever needed.

Some of the hirers of the hall have been incredibly thoughtful and supportive during this very tough year.

I thank them all from the bottom of my heart.

Barbara Addicott

Chair of Hartlip Village Hall Management Committee

15.03.18