

Hartlip Village Hall Management Committee AGM 2019

Chair's Report Appendix: summary of 2018/19

- Successful grant applications.
- Maintenance of healthy Contingency Fund.
- Receipts held at an increased level compared to the past as per the aim in 2015/16 when income was raised to be 38% higher than 2014.
This has enabled HVHMC to continue the essential maintenance and improvement programme.
- Review and update of Terms and Conditions of hire. Available on website.
- All Booking Forms reviewed and updated to support management, financial inspection needs and the hire process.
- Annual Regular Hirer invoicing system embedded.
- New Treasurer appointed w.e.f. 12.12.18.
- In-house training provided for new Treasurer.
- The higher Occasional Hire income level achieved in last four years has been maintained with multiple hires many weekends sometimes extending to 5 hires between Friday and Sunday evening.
- Annual analysis of hall outgoings carried out by BFSC in order to establish hourly open cost.
- Fees analysis by BFSC in light of hourly open cost.
- New financial reporting system reviewed and developed.
- Programme of establishing necessary policies set in motion.
- Analysis of website. Some changes in place. Others to follow.
- Publication of Regular Activities/contacts in Forum to inform residents of opportunities at the hall.
- Much work done to move Development Plan on.
- Risk Assessment/H&S assessment reviewed.
- All servicing kept up to date.
- Emergency Lighting checks kept up to date, outcomes recorded and remedial work carried out when necessary.
- Reconfiguration of car park to increase safety and convenience.
- New energy efficient boiler installed.
- Induction Loop installed.
- HVH decoration completed by painting of all notice boards.
- Displays on notice boards renewed
- Installation of 'Hartlip Remembers 1914 – 1918' exhibition in Meeting Room for residents to view.
- As much archive material as can currently be gathered safely stored in a locked cabinet at HVH.
- Installation of fully fire proofed curtains in the Main Hall. Thanks go to Martin Lukehurst for this generous donation.
- Fire signage updated.
- Document box installed – fire resistant.
- Continued upgrading of and extension of Emergency Lighting.

- LED fluorescent lighting fitted in Meeting Room.
- LED fluorescent light/emergency light fitted in kitchen.
- The re-laid and re-lit west path lighting has had new sensors fitted.
- New safety lock fitted on disabled toilet door.
- Salt box installed at SW corner of car park for HVH use.
- High gate installed at SE corner of site to provide security for HVH and Yew Tree Cottage.
- New Hartlip Village Hall sign installed at the front of the building. Designed to include Hartlip's Hart and be in keeping with Hartlip's Conservation Area.
- Meeting held with Rev. Staniforth as Chair of Governors and Headteacher of Hartlip School to explore ways to resolve the very real problem and danger of unauthorised, inconsiderate and dangerous car park use by school parents.
- Memorandum of Understanding drawn up in relationship between HVH and Yew Tree Cottage.
- Investigation professionally carried out to determine that there is no utilities connection between HVH and Yew Tree Cottage.
- Inspection carried out by Yew Tree Cottage owners at HVHMC request to establish if the connecting wall between YTC garage and HVH kitchen is an appropriate fire stop wall as it should be. As an outcome, YTC owners have applied for listed building permission to install an adequate fire-stop wall. Permission has been granted.
- Boundary between HVH and YTC examined.
- Non-slip mats installed at front and west doors.
- Piano repaired and tuned.
- All gutters cleared.
- An enormous amount of general maintenance carried out by Paul White.
- As a trial, HVHMC is renting an allotment space from HPC to allow for outdoor activities e.g. bouncy castles, bbq's, hog roast. To be monitored.
- Arrangement set in place for HPC to contribute to the cost of water used by allotment holders
- Continuation of encouragement of bookings during school holidays led to a significant number of extra booked hours and provided extension to activities for residents.
- General Sunday Opening started in 2018.
- Trialling of new activities/extension of established to benefit hall and residents include:
 - Weight Watchers - new
 - Irish Dancing – extended hours
 - Dog's Trust classes – extended hours
- Embedding of and increased numbers of participants of Hartlip One Hundred Club in collaboration with St Michael's Church.
- Hosting community events free of charge:
 - The Big Lunch
 - Battle's Over: A Nation Remembers 11.11.18
 - Hartlip Sings Christmas

Barbara Addicott Chair Hartlip Village Hall Management Committee
21.02.19