

Hartlip Village Hall Management Committee AGM 2020

Chair's Report Appendix: summary of 2019/20

- Successful grant applications.
- Healthy maintenance of 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 provided with training and support.
- Maintained the higher Occasional Hire income level achieved in last four years 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 embedded.
- Programme of establishing necessary policies 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.
- Induction Loop installed last year in use to benefit hirers adding to inclusivity of activities.
- Displays on notice boards renewed
- Installation of 'Hartlip Remembers 1914–1918' installed in Meeting Room for Battle's over 11.11.18 retained at request of some residents who wished to bring visitors to view.
- Fire signage updated.
- Continued upgrading of and extension of Emergency Lighting.
- Position of high gate installed at SE corner of School Room to provide security for Yew Tree Cottage had been compromised by owners of Yew Tree Cottage when they replaced a number of fence panels leaving a gap between fence and gate. Gap made good by HVHMC.
- Following the inspection carried out by Yew Tree Cottage owners at HVHMC request to establish if connecting wall between YTC garage and HVH kitchen is the fire stop wall which should be in place, it was found that this was not

compliant. YTC owners applied for Listed Building Permission to install an adequate fire-stop wall. This installation took place.

- Boundary between HVH and YTC examined further and established, with evidence, to be 4' away from HVH.
- Piano repaired and tuned.
- All gutters cleared.
- Hand rail installed outside Meeting Room.
- HVH decorated for Christmas. Some additional decorations purchased.
- An enormous amount of general maintenance carried out by Paul White.
- 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 2018 proved popular in 2019/20.
- Trialling of new activities/extension of established to oblige the Trust Deed laid down purposes of the charity and benefit residents and hall include.
- Response published in the Forum to clarify the responsibilities of the Trustees of the Charity of HVH and HVHMC in relation to HVH Car Park usage and safety.
- Response provided to Swale Borough Council regarding Yew Tree Cottage Planning Application considered to have potential adverse effect on kitchen and School Room of HVH.
- Embedding of Hartlip One Hundred Club in collaboration with St Michael's Church.
- Hosting community event, Hartlip Sings Christmas, free of charge to encourage residents to come together. This event is organised by Hartlip Community Hub on behalf of Hartlip Parish Council, Hartlip Village Hall Management Committee and Methodist Chapel.
- New cleaner employed on a different schedule which will be monitored.
- Development of plans, collection of designs and estimates and sourcing of funding additional to that deliberately built up by HVHMC for:
 - * Redesign of and replacement of cabinetry, sanitaryware and accessories in Ladies and Gents cloakrooms
 - * Installation of LED/emergency lighting in Ladies and Gents cloakrooms
 - * Installation of new LED/emergency lighting in entrance hall
 - * Installation of non-slip flooring in entrance hall, ladies and gents' cloakrooms
 - * Redecoration of entrance hall, ladies and gents' cloakrooms
 - * Remodel of School Room cupboard to raise floor height for safety and provide two secure shelved cupboards.
 - * East door renovation and painting.
 - * Boiler Room/cage decoration.
 - * Refitting of kitchen
 - * Installation of LED panel lighting in kitchen.
 - * Reflooring of kitchen.