

Hartlip Village Hall Management Committee AGM 2021

Chair's Report Appendix: summary of 2020/21

- Successful grant applications made.
- Healthy maintenance of Contingency Fund.
- Annual 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 further embedded.
- Present Treasurer, appointed w.e.f. 12.12.18, provided with on-going training and support.
- 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 further embedded.
- Programme of establishing necessary policies in motion.
- Analysis of website. Some changes in place. Others to follow.
- New Forum advertisement designed and published.
- Publication of Regular Activities/contacts in Forum to inform residents of opportunities at the hall.
- Trialling of new activities/extension of established activities to oblige the Trust Deed laid-down purposes of the charity and benefit residents and hall include.
- Covid-19 adversely affected all hirings and income.
- Continuation of encouragement of bookings during school holidays.
- Hartlip One Hundred Club suspended during 2020 in view of Covid-19 restrictions.
- Hosting community event, Hartlip Sings Christmas, free of charge to encourage residents to come together could not be held in 2020 due to Covid-19 restrictions.
- New cleaner employed from March 2020 on a different schedule which will be monitored.
- New cleaning equipment provided.
- Boundary between HVH and YTC examined further and confirmed, with evidence, to be 4' away from HVH.
- Further response provided to Swale Borough Council regarding Yew Tree Cottage Planning Application which was considered to have potential adverse effect on kitchen and School Room of HVH.
Proposal: install 6' close boarded fence 4' away from kitchen window. Kitchen floor 2' lower than outside ground making fence top effectively 8' above floor level and at kitchen gutter level. Effect on natural light and visual amenity just two of the potential problems. Application eventually withdrawn but hedge

planted very close to boundary which will cause encroachment and other issues unless kept appropriately trimmed.

- 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.
- Fixed Installation Test carried out.
- Servicing providers for Fire-Smoke Alarm researched and contract moved to a different company.
- Induction Loop in use to benefit hirers adding to inclusivity of activities.
- Materials on notice boards renewed.
- Fire signage updated.
- Continued upgrading of and extension of Emergency Lighting.
- An enormous amount of general maintenance carried out by Paul White in his capacity as Maintenance Manager.
- All gutters cleared.
- Moss removed from paths.
- Installation of a handrail outside the Meeting Room.
- Refurbishment of ladies and gents' toilets.
- Installation of LED emergency lighting in ladies and gents' toilets.
- Reflooring of the ladies and gents' toilets with a non-slip surface.
- Reflooring of the entrance hall with a non-slip surface.
- Installation of LED emergency lighting in entrance hall.
- Redecoration of walls and ceilings in entrance hall, ladies and gents' toilets.
- Remodelling of the main storage cupboard in the School Room to create two functional, secure storage spaces.
- Renovation and painting of the east door.
- Decoration of the Boiler Room and cage and painting of floors.
- Full refitting of the kitchen to a more user-friendly specification.
- Installation of LED panel lighting with emergency facility in the kitchen.
- Installation of new flooring in the kitchen.
- Full refitting of the disabled toilet facility with attention to H&S matters.
- Reflooring of the disabled toilet facility with a non-slip surface.
- Installation of LED emergency lighting in disabled toilet.
- Full decoration of the disabled toilet facility.
- Installation of a baby change unit which matches current H&S specification in the disabled toilet facility.
- Installation of a sluice sink in the alcove of the disabled toilet facility. This is intended to take all cleaner and other 'non-food' sink use out of the kitchen to prevent cross-contamination and improve hygiene practices.