

## Hartlip Village Hall Management Committee AGM 2022

### Chair's Report Appendix: summary of 2021/22

- 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.
- Expert legal advice taken regarding:
  - (a) The neglected land registration
  - (b) Custodian Trustee
  - (c) Land Boundaries and their marking
  - (d) Unauthorised parking/trespass
  - (e) Parking concession for HPC allotment holders clarified/Allotment Agreement clause made clear to ensure that this permission can be withdrawn at any time.
- Analysis of website. Some changes in place. Others to follow.
- Website moved to a new hosting site.
- New advertisement designed for use in the Forum.
- Continuation of 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.
- Covid-19 adversely affected all hirings and income with specific efforts made to plug the income shortfall by accommodating some short-term activities.
- Continuation of encouragement of regular and occasional bookings during school holidays.
- Hartlip One Hundred Club was suspended during 2020 in view of Covid-19 restrictions and resumed June 2021 with draw year dates adjusted in order to accommodate the period of suspension in most effective way possible.
- Hosting community event, Hartlip Sings Christmas, free of charge to encourage residents to come together could not be held in 2021 due to Covid-19 restrictions.

- The new cleaner employed from March 2020 on a different schedule and this schedule has been monitored to ensure best practice for the charity.
- Further new cleaning equipment provided.
- Hedge planted by owners of Yew Tree Cottage very close to boundary with HVH required trimming.
- 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.
- Servicing providers for Fire-Smoke Alarm researched and contract moved to a different company.
- Servicing providers for Fire Extinguishers 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, downpipes and external drains cleared and repaired where necessary.
- Moss removed from paths.
- Front door repaired and renovated.
- Main Hall roof fully replaced.
- Main Hall ceiling replaced.
- Main Hall ceiling panel lights replaced with LED versions including emergency lighting.
- Main Hall floor sanded, repaired and treated.
- Main Hall (excluding stage) decorated with wipeable paints to oblige Covid/ other pandemic requirements.
- Boundary fence installed to mark HVH land boundary behind Craiglea from Sanquhar to southern corner of Craiglea garage and to ensure HVH soakaway is protected.
- Finance ring-fenced for boundary fence to be installed to mark HVH land boundary behind Craiglea from southern corner of Craiglea garage to HVH School Room/kitchen wall and to ensure HVH soakaway is protected.
- Plan in place to mark HVH land boundary behind Sanquhar and to ensure HVH soakaway is protected.
- No window keys had been handed to the current HVHMC as so all window handles, catches and locks replaced. This ensures compliance with requirements for safety of hirers.
- School Room bar condemned as unsafe and disposed of.
- Piano condemned as unsafe and too costly to repair. Disposed of.

- The short run of open boundary between HVH and YTC which had been examined further and confirmed, with evidence, to be 4' away from HVH is under consideration for marking.
- New, larger car park sign: 'Private Car Park'.
- HVHMC have for some time allowed HPC to position a dog waste bin in HVH car park but have requested that it be replaced with a larger, more hygienic and more aesthetically acceptable model a.s.a.p.
- HPC requested to review, complete and repair boundary fence with allotments.
- CCTV provision under investigation.

**Barbara Addicott**  
**Chair Hartlip Village Hall Management Committee**

**10.03.22**