

## Hartlip Village Hall Management Committee AGM 2023

### Chair's Report Appendix: summary of 2022/23

- Successful grant applications made. Match funding raised by HVHMC.
- Healthy maintenance and increase of Contingency Fund to protect the Charity.
- New financial reporting system reviewed and further embedded.
- 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 reviewed and 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.
- Programme of establishing necessary policies in motion.
- Root and branch analysis of website underway examining functionality, content and presentation. This will be a time-consuming task.
- Continuation of publication of Regular Activities/contacts in Forum to inform residents of opportunities at the hall.
- Trialling of new hirers/activities/extension of established activities to oblige the Trust Deed laid-down purposes of the Charity and benefit local residents and hall.
- Covid-19 adversely affected all hirings and income over 3 years 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 set up by Jacqueline Shicluna for HVH. For reasons explained HVH offered Hartlip Church PCC to join them making this a collaborative venture. Jacqueline Shicluna remained in charge of the project and carried all responsibility. PCC Rep. was involved in ticket sales only. Club was suspended during 2020 in view of Covid-19 restrictions and resumed June 2021 - 2022 with draw year dates adjusted in order to accommodate the period of suspension in most effective way possible. JS alone managed project for this 3-year period and renewed licence for 2023.  
In late 2022 PCC Rep and PCC pulled out leaving JS/HVHMC responsible for the club and to work out way the forward.  
Unbeknown to JS/HVHMC Church PCC had set up their own Hundred Club based on the collaborative one set up by JS.

HVHMC Club therefore had to be abandoned the club with income stream lost to the Charity which will have fees ramifications especially in the current economic climate.

- 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. Hartlip Community Hub ensures that these events are organised strictly in line with HVH Fees Policy and Terms and Conditions. In this way residents benefit but the Charity is in no way financially disadvantaged.
- The new cleaner employed from March 2020 on a different schedule and this schedule has been monitored to ensure best practice for the benefit of the Charity and comfort for hirers.
- Cleaning equipment and materials reviewed. New items provided.
- HVH Risk Assessment/H&S Assessment has undergone annual review.
- Covid-19 demanded Risk Assessment be done and Covid-secure procedures be put in place for any activities permitted to return to HVH between Lockdowns and early stages of re-opening. This, by necessity, involved my meeting with hirers to ensure that these procedures were fully implemented. Such meetings obviously followed the Government guidelines for safe conduct. Records of actions are retained and will help should another pandemic situation arise.
- All required servicing has, as usual, been kept up to date.
- All emergency lighting tests run and kept up to date, outcomes recorded and remedial work carried out as necessary.
- Servicing providers for Fire-Smoke Alarm researched and contract moved to a different company. Servicing up to date. Standard and value better.
- Servicing providers for Fire Extinguishers researched and contract moved to a different company. Servicing up to date. Standard and value better.
- 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.
- Regular checking of defibrillator carried out by Paul White.
- All gutters, downpipes, gullies and external drains cleared and repaired where necessary.
- Moss removed from paths.
- Much work done to move Development Plan on.
- Main Hall parapet repaired, repointed and sealed.
- Main Hall floor sanded, repaired and treated.
- Main Hall (excluding stage) decorated with wipeable paints to oblige Covid/ other pandemic requirements.
- School Room and lobby floors stripped, repaired and covered with a non-slip, robust floor covering.

- Stage floor stripped of filthy, damaged chipboard which had been installed after an arson attempt some decades ago.
- Stage steps repaired, sanded and re-stained
- Unexpected maintenance includes the need to replace the water tank in the School Room which developed a leak.
- 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.
- 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.
- Failing hedge between the north wall of School Room/kitchen and south corner of Craiglea garage removed and remaining post and rail fence installed to complete the fence marking HVH boundary with Craiglea and to ensure HVH soakaway is protected.
- Boundary dispute with Sanquhar dealt with to retrieve land/soakaway belonging to the charity.
- Plan in place to mark HVH land boundary behind Sanquhar and to ensure HVH soakaway is protected.
- New hedge on boundary of Yew Tree Cottage blocking HVHMC southern access strip and so cut back.
- The short run of open boundary between HVH and YTC had been examined further and confirmed, with evidence, to be 4' away from HVH. Short run of post and rail fence installed to mark boundary of HVH 4' of land (maintenance strip) to south of kitchen with Yew Tree Cottage and running south.
- Yew Tree Cottage residents had been written to regarding fir trees standing in Conservation Area and over-hanging Meeting Room and roof in December 2021. No response received and so Tree Officer approached for approval for HVHMC to cut back. This was granted together with an exemption granted regarding future work. Work done.
- A mysterious new padlock had been installed on HVH gate to HVH access strip beside kitchen. No communication had been made with HVHMC regarding this and no keys provided to access land which is HVH's. Padlock removed and replaced to re-establish rightful access.
- Terms of permission to use HVH private car park for turning infrequently and only when a specific need arises to by neighbours at Ashdawn Lodge and Sanquhar clarified after legal advice. Clarified that permission may be removed at any time. Copy letters on file.
- HPC requested to review, complete and repair boundary fence with allotments. Work completed except for short stretch on south side of

allotments which will be completed by HPC when hand core and tree roots removed.

- 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. Provided and positioned on allotment land adjacent to footpath.
- Replacement Car Park sign to be bigger, clearer and reflective. Old one installed on west fence.
- CCTV provision under investigation.
- Other action to be considered if necessary.

**Barbara Addicott**  
**Chair Hartlip Village Hall**

09.03.23