

Annual Village Hall Report

March 2011 to March 2012

The smooth and successful day to day running of the Village Hall is due to the hard work of a small committee of volunteers as follows:

Elected Officers:

Nikki Newman	-	Chairperson
Michael Spurr	-	Treasurer
Richard Hill	-	Secretary

Committee members:

Alan Auger	-	Maintenance Manager and also represents the 55+ Club
Ruth Bellord	-	Caretaker
Donna Brazier	-	Pre-school representative
Paul White	-	Parish Council representative
Alison Bruce	-	Bookings Clerk from 20 th March 2012

The Committee remains much the same as last year. Michael Spurr has continued as Treasurer and looks after our website and improvements to the Hall. Richard Hill has remained as Secretary, and also looks after improvements to the Hall with Michael, he has also taken over from Ruth Bellord the monthly Fire Precautions Inspections in accordance with our Fire Safety Risk assessment. Alan Auger from the 55+ Club has remained our Maintenance Manager and carried out numerous repair jobs over the last year, many of which are unpleasant but have saved the Hall a lot of money for which we are very grateful. Ruth Bellord has continued on the committee in capacity of Bookings Clerk and Caretaker. We thank Ruth for her efforts in securing new regular bookings for the Hall as well as one off bookings. In her role of caretaker, Ruth continues with the upkeep of the appearance of the Hall, sweeping the car park and planting the planters at the entrance doors. I have continued to be responsible for fundraising events. Paul White continues to represent the Parish Council. Donna Brazier continues to represent the Pre-School and is also the Pre-school person responsible for Fire Safety.

We are grateful to David Wainman for carrying out the audit to our accounts this year.

This has been a tough year again for the Hall where bookings are concerned. There have been changes to our regular bookings, with the loss of some classes, some remaining the same but also the addition of some new.

Regular classes as follows:

Mondays:	2pm – 4pm	Art Class run by Louise Nevitt (07768140578)
	7pm – 9pm	55+ Club contact Dave Elliot (01795844865)
	7pm – 8.30	Yoga Class contact Helen (07961154444)
Tuesdays:	7pm – 10pm	Invicta Kent Dog Training Club Puppy Classes (Linda 07967666026) Other Classes (Barbara 01795843670)
Wednesdays:	6.45 – 9.15pm	Pilates (contact Pauline Holmes (01634234566)
Fridays:	2 – 4pm	Living Lively - Singing for all levels All welcome just turn up

The hall was also used as a polling station for local elections.

The Village Hall website (www.hartlipvillagehall.co.uk) is proving to be of great benefit with positive feedback from hirers and as a source of bookings.

The Pre-school uses the Hall daily from 7am – 1pm daily during term time.
Contact Donna Brazier (01795 841212 or 07876797069)

On 25th March last year we received our grant from KCC which enabled us to buy 100 new chairs from GOPAK for the Hall. We took delivery of the new chairs in July, and sold the old chairs on ebay for 99p each.

The grant also gave us funds to have the roof above the Hall Kitchen repaired and re-tiled by Malcolm Crayford.

A new updated boiler control was fitted to the heating system by Mr. Coote in June, he also issued our annual Gas Safety Inspection Certificate. The Portable Electrical Appliance Testing certificate has been issued and Alan arranged for our Fire extinguishers to be serviced.

Pest control is carried out quarterly. We experienced a problem with wasps inside the hall late last summer. Pest control sorted out the problem and the mesh surrounding ventilation holes has been replaced, hopefully preventing this problem from re-occurring

Our local electrician Graham Seymour took over our electrical repairs and issue of the periodic electrical inspection as required for our fire safety regulations.

A new ladder has been purchased to enable changing of light bulbs in high ceiling areas as the old ladder was not considered safe.

The Pre-school erected a new storage shed adjacent to their existing storage shed in August last year. The shed is now in operation and has made a vast

improvement to the space available in the School Room, its full potential can now be seen by would be hirers.

The terms and conditions of hire of The Hall have been re-written and the Bookings form re-designed which we hope will provide a more standardized agreement for hirers. A draft has been shown to the Parish Council which we will finalize and adopt in March. Our new Bookings Clerk Alison Bruce takes over from Ruth Bellord on 20th March 2012

After cancelling the services of Wastetech for our rubbish removal, we are now engaged in a dispute with them over severance of contact.

The standard of cleaning at the Hall seems to be a constant problem, various monitoring systems have been put in place and action will be taken to find a replacement cleaner if standards do not improve. We have engaged the services of a Window Cleaner, Keith Mitchell, who cleans the Halls windows inside and out twice a year.

Our thanks go to Julian Davison for his gardening duties around the hall (hedge cutting, gutter clearing etc)

At last years AGM Graham Addicott (Chair of the Parish Council) undertook on behalf of the Parish Council to review the arrangements for the management of the Village Hall and to examine the relationship between the Village Hall Committee and the Parish Council. At our meeting on December 8th 2011 the Parish Council documents setting out the Constitution and Rules for the Management of the Hall in line with the obligations under the original Trust Deeds were agreed, signed and adopted by both parties.

Fundraising remains hard work for a small committee, not only in terms of interesting ideas that will engage the Village, but also the lack of man power to stage events.

The Produce Sale in September was very successful at getting the Village together and raising funds for the Hall. My warmest thanks go to the Church tea ladies for their additional support in providing refreshments. We would not otherwise have had the manpower to do so ourselves.

The Chalkfoot production on Saturday 3rd March proved yet again to be very popular: "the best one yet" was a comment heard more than once, again raising valuable funds and also getting the Village together.

We look forward to another year of improvements and increase in the number of bookings. We will apply for a new KCC grant to replace existing tables.

We are as always pleased to welcome new committee members.

Nikki Newman
Chair of the Management Committee.