

**Hartlip Village Hall Management Committee**  
**AGM: 09 March 2017**  
**Chair's Report**

I would like to welcome everyone to this year's AGM.  
Should there be any matters you wish to raise, please do so under Any Other Business.

I wish to open this year's AGM with a very brief tribute to a fine man.  
In May 2016 HVHMC received the sad news that one of its Trustees, Major Richard Ballinger, had passed away.  
Dick was proud to be a Trustee of HVH and carried out his duties in an exemplary way.  
He took a keen interest in the hall and its management on a day-to-day basis as well as in strategic terms.  
His support for me, as Chair, was unwavering and I knew I could always turn to Dick if I needed a 'critical friend'.  
His wisdom was of immense value and he will be sorely missed.

HVHMC was delighted when Alexander Ballinger agreed to become a Trustee of the hall and looks forward to working with him.

Committee Year 2016/17 has seen stability in committee members.  
**Paul White** has served as HPC Representative and has responsibility for hall maintenance.

**Jacqueline Shicluna** has continued with responsibility for fund raising.  
I have served as Chair and Secretary. I have also continued as Booking Clerk and, in that role, have rationalised systems and administration.

**Lisa Godfrey** stood down in September as Treasurer and HVHMC and Trustees thank her for her service.

**Rachel Girt** was appointed as Treasurer in September.

**Kevin Funnell** retired in 2016 and has been replaced by **Lionel Robbins** as Independent Financial Inspector to the hall.

Kevin worked 'over and beyond' for HVH and we thank him sincerely.

**Peter Blandon** continues to serve as a non-committee member in the capacity of IT Manager.

**Graham Seymour** continues to serve as a non-committee member in the capacity of Technical Advisor.  
HVHMC is most grateful to them both.

**Emma Smith** continues as hall cleaner and her flexibility is much appreciated.

The demands upon HVHMC are very heavy at the present time and I am so very grateful for the hard work and dedication of all members of the team.

Others have supported the hall and me personally during 2016/17 and I wish to record my thanks to:

- HPC as Hartlip Village Hall Holding Trustees
- County Councillor Mike Baldock for his continued interest in the hall, support of HVHMC events and a generous grant
- Borough Councillor John Wright for a valuable grant
- Borough Councillor Gerry Lewin for a valuable grant
- Invicta Dogs for a generous donation
- Andy Stewart for preparing the car park sign for installation
- CC personnel for their advice when needed

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2016/17 has been a year of much hard work and time investment for HVHMC. It has not been a year without challenge.

Once again the committee set itself ambitious targets and once again achieved them all.

I will outline some in my main report but so much has been done that it is impossible to cover all. I have therefore produced a bullet point appendix summarising all which you can peruse at your leisure.

**HVHMC work undertaken this year falls under the following broad headings:**

1. Finance
2. Systems review and development
3. Maintenance/H&S
4. Hirer recruitment/provision of services

**Finance**

**Grants** have been applied for and obtained. These are match funded grants and so HVHMC must ensure that it manages its finances so that it has the resources to enable applications to be submitted.

- County Councillor Mike Baldock: £3000
- Borough Councillor John Wright: £200

- Borough Councillor Gerry Lewin: £200

These funds have been matched by HVHMC and used for a range of projects.

**HVH Funds:** Hard work to continue the rationalisation of fees, rigorous and regular analysis of income and outgoings, grant sourcing and efforts to increase hirings has made it possible to maintain receipts at much the same level as 2015 i.e. 38% higher than 2014.

Of course the major works required are costly but responsible financial management by HVHMC has made good progress in this area possible.

**Booking and Fees Sub-Committee (BFSC)** continues to work towards a fair and even playing field for hirers and security for the hall.

Strong management enabled fees to be held for Regular Hirers from 01.01.17. PS fees rose from 01.01.17 in line with the gradual fees increase package determined to start 01.01.14 to address the unsustainably low fees that PS had been paying since about 2000.

**Contingency Fund:** 2015/16 saw HVHMC target the creation of a healthy Contingency Fund to give security to hall and hirers. This has been added to this year.

**Fundraising:** another successful Quiz Night was held on 18.06.16 and, new for 2017, Hartlip 100 Club has been established. HVHMC is collaborating with St Michael's Church on this venture.

### **Systems Review and Development**

**Terms and Conditions document** has been re-written and is now available on the website.

**All Booking Forms** have been re-designed to gather information more efficiently and provide a strong paper trail for financial inspection.

**Invoicing of Regular Hirers** is now carried out annually for efficiency and to provide the evidence for financial inspection.

**Website review** is underway. Some changes have been made. More will follow.

**Finance Report:** a new system has been introduced for efficiency and to ensure that all HVHMC members can be active in tracking progress.

### **Maintenance and H&S**

Progress through the rolling Development Plan has been excellent and detail is provided in the appendix to this report.

The focus has been on H&S, cost-cutting and hirer convenience.

- Replacement of Main Hall spot lights with LED units and compatible dimmers
- Installation of hand dryers

- Replacement of room thermostats
- Improvement in provision of sockets and switches
- Drainage work to south side and Meeting Room
- Completion of work on west path and fence to provide a safe, alternative route to and from the Meeting Room
- Replacement of internal fire doors to include vision panels and appropriate closures
- Procedure and report forms for periodic testing of smoke alarm designed by GS
- HVHMC members trained in periodic testing of smoke alarm
- PW has taken on responsibility for testing of smoke alarm and defibrillator.
- Installation of a car park sign clarifying the permitted usage i.e. for use of hall hirers and allotment holders only.

This has been necessary because unauthorised use of the car park has increased significantly of late.

The car park is an increasingly crucial resource for hirers of HVH.

Its availability and safety is vital to the recruitment and retention of hirers.

**It must be remembered that neither hall nor car park have a trust fund or any form of financial support for maintenance and upkeep. Income is from hirings only.**

2016 saw HVHMC loose several big occasional hires and the opportunity to secure a Regular Hirer. These hirings were worth a great deal of money – several thousand pounds.

The reason for cancellation each time was hirers witnessing the car park spaces significantly reduced by unauthorised parking.

Other problems have included:

- \* serious H&S situations when the car park has been over-full
- \* hirer complaints and suggestions that they will have to seek alternative premises if the situation continues
- \* a neighbour's visitor barging into a private party to take issue with the hirer regarding parking
- \* rubbish deposited which HVHMC or village environmental warden have to remove
- \* used condoms found on several occasions
- \* HVH wheelie bins stolen
- \* a stolen car dumped
- \* fire muster point blocked when hall in use
- \* blocking of footpath/access to allotments

- \* suggestions that HVH car park be used to relieve parking elsewhere in village

This matter is one of the biggest threats at the present time to the sustainability of the hall and is of concern from a NHW point of view.

### **Recruitment of Hirers**

This has been actively focused on during 2016 with new activities trialling:

Knit and Stitch

Tango classes

Pilates

Clubbercise

Tribe fitness

Irish Dancing workshops

Clearance of the School Room has attracted some hirers for whom the other rooms are too big.

As Chair, I have been involved in the exploration of setting up a Children's Holiday Club with a potential provider and Ofsted.

If this is successful it will generate much needed income for the hall, provide a service for children and families and create 2 or more jobs for local people.

An enquiry has come in regarding the setting up of a 50+ Music and Movement class.

As Chair, I invited Rev. Staniforth to meet to discuss the way forward to make the hall more easily available for Christening Parties should it be required.

The meeting was valuable and both parties agreed certain strategies to facilitate this aim.

Finally, HVHMC remain committed to engaging with the community where possible.

Christmas Eve 2016 saw the hall provided free of charge for Hartlip Sings Christmas for the second year.

HVHMC looks forward to hosting Hartlip Community Day and Lunch in 2017.

Thank you.

Barbara Addicott

Chair of Hartlip Village Hall Management Committee

09.03.17