

**Hartlip Village Hall Management Committee**  
**AGM: 21 February 2019**  
**Chair's Report**

I would like to welcome everyone to this year's AGM for the presentation of HVHMC Report and Accounts to the inhabitants of the parish of Hartlip.

Should there be any matters you wish to raise, please do so under Any Other Business.

Committee Year 2018/19 has seen stability in committee members.

**Paul White** has served as HPC Representative and has responsibility for hall maintenance. Much of Paul's work on the maintenance front goes on behind the scenes and in Paul's usual understated way. His contribution is huge, making significant financial savings which, of course in turn, contributes to HVHMC's ability to maintain modest hire fees which directly benefits hirers.

**Jacqueline Shicluna** has continued as member with responsibility for fund raising.

Jacqueline is the committee member responsible for the establishment and running of Hartlip One Hundred Club.

HVHMC favours putting on an annual social event whenever possible to raise much needed funds for HVH but at a modest charge as a priority of this HVHMC is to offer opportunities for the community to come together.

Jacqueline has organised annual Quiz Nights in recent years.

I have served as Chair and Secretary. I have continued as Booking Clerk rationalising systems and administration and encouraging new Regular Hirers to trial activities to benefit the community. Carrying this role in addition to the very significant workload of Chair and Secretary removes the need for this to be a paid post as it had been in the past thus reducing the hall's financial outgoings. As with Paul's immense commitment to maintenance matters, this commitment impacts positively upon fee levels and charges for activities for residents and other users.

**Karen Beadle** stood down as Treasurer in December 2018.

HVHMC and Trustees were pleased to welcome **Tracy Still** as Treasurer from December and, already, Tracy's commitment is evident and appreciated.

The hall's **Charity Trustees** have played an active part in the management of the hall and are very much 'critical friends' to HVHMC.

**Lionel Robbins** is Independent Financial Inspector to the hall and carried out the inspection of 2018 finances on 23<sup>rd</sup> January 2019.

**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. Both contribute a great deal to the hall and save the management committee a significant amount of money.

The dedication, expertise, energy, time and determination of the eight HVHMC members, Charity Trustees and committee supporters has been immense during the last 5 years making the crucial repairs and improvements to the hall possible and, as I said earlier has also assisted in enabling hire fees to be held at a very moderate level. This makes the activities available at HVH inclusive to all.

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

The demands upon HVHMC continue to be heavy and I am very grateful for the hard work and dedication of all members of the team.

Others have supported the hall and me personally during 2018/19 and I wish to record my thanks to:

- HVH's Charity Trustees
- HPC as HVH Holding Trustees
- County Councillor Mike Whiting for a valuable grant
- Borough Councillor John Wright for a valuable grant
- Borough Councillor Gerry Lewin for a valuable grant
- Queenborough Fisheries Trust for a valuable grant
- Swale Borough Council for a grant
- CC personnel for their advice when needed

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2018/19 has been a year of much hard work and time investment for HVHMC. Once again, it has not been a year without challenge of various kinds.

The committee, since its formation five years ago, has set itself ambitious targets and once again achieved all of them and more.

I will outline some in my main report but so much has been done that it is impossible to cover all. I have therefore, as over the last four years, produced a

bullet point appendix summarising all that has been done and which you can peruse at your leisure.

It is recommended that residents visit HVH website and view the Chair's Reports for 2015, 2016, 2017 and 2018 to develop a picture of the huge amount achieved during the last five years.

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

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

**Finance**

**Grants** have been applied for and obtained.

Grants today tend to be match funded and so HVHMC must ensure that it manages its finances so that it has the financial resources to match grants applied for thus enabling applications to be submitted.

- County Councillor Mike Whiting: £2250
- Borough Councillor John Wright: £500
- Borough Councillor Gerry Lewin: £250
- Swale Borough Council: £476.31
- Queenborough FT: £1572.37
- HPC: £500

These funds have been supplemented and, in some cases, matched by investment by HVHMC to enable a range of projects to be carried out including installation of a new boiler, some lighting upgrade, installation of an Induction Loop, purchase of some decorations for Christmas and much more.

**HVH Funds:** Hard work and financial expertise has been invested for five years now to rationalise and make fees both realistic and fair across the board.

Rigorous and regular analysis of income and outgoings, grant sourcing, efforts to increase hirings and the work mentioned earlier by committee members and supporters has made it possible to maintain receipts at a similar level to that aimed for and achieved by this HVHMC when it took over hall management in 2015. This was 38% higher than 2014.

The major works identified as urgently needed in 2015 and somewhat daunting at the time have been prioritised and faced with determination. They have been costly projects but responsible financial management has made massive progress in this area possible.

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

Strong management has enabled 2019 fees to be kept at rates set for 2017 and held in 2018 for Regular Hirers. Hirers were informed in 2018 that there would be a fee increase in 2020. HVHMC will aim to keep this as modest as is realistic.

**Contingency Fund:** 2017/18 saw the committee fulfil its intention to add to the Contingency Fund which it established in 2015/16 to give security to hall and hirers. This fund has been held strong in 2018/19.

**Fundraising:** Hartlip One Hundred Club, established in 2017 year, was embedded this year. HVHMC is collaborating with St Michael's Church on this venture.

### **Systems and Policies: Review and Development**

**Terms and Conditions document** has been reviewed and updated. It is available on the website.

**All Booking Forms** have been reviewed and updated to ensure that they capture necessary information efficiently, provide a strong paper trail for financial inspection and support the management of hires.

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

**Website review** is underway. Some changes have been made. More will follow and include policies as appropriate.

The activities page, annual fee details and Terms and Conditions document have been updated.

A One Hundred Club page has been added.

**Finance Report:** the new system introduced two years ago to improve efficiency and to ensure that all committee members and Trustees can be active in tracking progress has been embedded.

**Policies:** there is an expectation today that organisations such as this establish key policies. One of the Charity Trustees, Graham Addicott, has undertaken the gradual drafting of policies which are brought to the committee for discussion, modification if necessary and ratification. This programme will continue in the months to come.

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

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

Particular attention has been given to improving the heating of the hall by installation of an efficient boiler, H&S matters with specific attention to the

most recent independent Fire Risk Assessment advice, to cosmetic work to make the hall more attractive and comfortable, to cost-cutting and hirer convenience.

HVHMC has a policy of using local labour where possible.

Works this year include:

- Installation of a new energy efficient boiler
- The project to upgrade and extend emergency lighting continued
- A safety lock has been fitted to disabled toilet door
- Reconfiguration of the car park in line with H&S review and Fire Risk Assessment advice to increase safety, provide a clear passage to the Muster Point in the case of emergency and provide a better facility for the disabled
- All required servicing has, as usual, been kept up to date
- All emergency lighting tests run and outcomes recorded with remedial work carried out as necessary
- LED fluorescent lights fitted in kitchen and Meeting Room
- The re-laid and re-lit west path lighting has had upgraded sensors added for convenience and safety of hirers
- HVH Risk Assessment/H&S Assessment has undergone annual review
- Problems of unauthorised use of HVH car park continued during 2018. HVHMC is grateful to those who have responded appropriately to the message given clearly by the sign installed in the car park.

The car park is specifically and solely for users when attending the hall. HVHMC allows Allotment Holders to park if space permits when, and only when, tending their allotment and for no other reason whatsoever. The car park is an increasingly crucial resource for hirers. Its availability and safety is vital to the recruitment and retention of hirers.

This matter is one of the biggest threats at the present time to the sustainability of the hall, H&S of authorised users and is of concern from a NHW point of view also.

Such unauthorised parking has led to loss of some hirers providing activities for residents thus losing income for the hall and opportunities for residents.

Very real dangers of accident or fatality are being caused.

The matter will be considered further.

- Decoration of the whole hall completed by the painting of all noticeboards
- Replacement of the Main Hall window curtains thanks to the generosity of Martin Lukehurst

- Installation of a hearing loop.
- High gate installed at SE corner of site to give security to HVH and Yew Tree Cottage
- Salt box installed at SW corner of car park for use by HVH
- A much needed new HVH sign
- Piano repaired and tuned

### **Recruitment of Hirers/provision of services**

This was actively focused on again during 2018.

Irish Dancing has extended its hours

Dog's Trust class now take place during the day with extra sessions at intervals

Weight Watchers has started to trial providing a day-time slot

Activities which have trialled during the last two years and have become established and popular include:

Clubbercise

Tribe

As previously reported, in years past, HVH had basically closed during school holidays which amounts to 13 weeks or 25% of the year.

The current committee was concerned about this waste of the resource in terms of service to the community and from a financial point of view.

HVHMC is therefore targeting 'year-round' hall usage.

New Regular Hirers are encourage to be 'all year round' rather than 'term-time only'.

This provides a better service to residents and other users.

It should be noted that this level of additional booking makes a much heavier demand on the Booking Clerk than the old system did.

The issue of Sunday Opening was investigated painstakingly during 2017.

No covenant was found and so, from 2018, the hall opened on Sunday with times and hire charges specific to that day.

This has proved to be a useful service.

Occasional hirings for private events have been many and varied. The hall has played host to Christening Parties, Wedding Receptions, many children's parties, adult birthday parties, wakes to name but some.

HVHMC remain committed to engaging with the community of Hartlip and providing opportunities for the community to come together where possible.

In reverse order, Christmas Eve 2018 saw the hall host Hartlip Sings Christmas for Hartlip residents. This was the fourth year of this event. This is a collaborative event organised by Hartlip Community Hub for Hartlip Parish Council, HVHMC and the Chapel. It is a very popular event.

Hartlip Community Hub organised an ambitious event on 11.11.18 to mark the ending of WW1 as part of the four year project Hub had undertaken on behalf of the village of Hartlip. The event began with 'Sunday Tea and Song', progressing outside to see the lighting of the Beacon of Hope on HVH garden area and onto the War Memorial for a poignant ceremony which culminated in the unveiling of Hartlip's plaque to mark the Centenary of WW1. People were 'Hartlip Remembered' which remains on display for residents to view. A community 'Bring and Share' lunch was held in the hall in June 2018. All of these events were given the use of HVH free of charge by HVHMC.

So another busy, varied and successful year for HVHMC.

Barbara Addicott

Chair of Hartlip Village Hall Management Committee

21.02.19