

Hartlip Village Hall Management Committee AGM 2017

Chair's Report Appendix: summary of 2016/17

- Successful match fund grant applications.
- Further development of Contingency Fund.
- Receipts held at increased level of 2015/16 i.e. 38% higher than 2014. This has enabled to continue the essential maintenance programme.
- Full review and re-write of Terms and Conditions of hire. Now on website.
- All Booking Forms re-written to improve the hire process and support financial inspection needs.
- Annual invoicing system embedded.
- Maintained the higher Occasional Hire income level achieved last year.
- Analysis of hall outgoing by BFSC in order to establish hourly open cost.
- Fees analysis by BFSC in light of hourly open cost.
- New financial reporting system designed.
- Analysis of website. Some changes in place. Others to follow.
- Much work done to move Development Plan on.
- All gutters cleared.
- Replacement of Main Hall spotlights with LED units and compatible dimmers
- Timers fitted to both immersion heater which previously had been on 24/7.
- Room thermostats replaced.
- Hand dryers installed in all cloakrooms.
- Two double sockets installed at north end of Main Hall for H&S reasons to eliminate need for extension leads and for hirer convenience.
- Two way light switches installed by both internal doors of Meeting Room for H&S reasons and for hirer convenience.
- Drainage hole cut in Meeting roof to eliminate ponding.
- Upgrade of water removal system to south of hall.
- South side drainage re-routed to new soakaway.
- Completion of west path and fence project to provide safe, alternative access to and from Meeting Room.
- All internal fire doors replaced/upgraded to compliance standard including vision panels, appropriate closures and signage.
- Estimates obtained for re-roofing of Main Hall and School Room.
- The 'lost' kitchen stop cock found and replaced.
- Procedure designed and recording sheets produced by GS for testing the smoke alarm between contractor service visits.
- HVHMC trained in this procedure by GS.
- Car park sign installed.
- Trialling of new activities to benefit hall and residents:
 - Knit and Stitch
 - Tango classes
 - Pilates
 - Clubbercise

Tribe fitness

- Exploration of feasibility of a Children's Holiday Club.
- Fund Raising Quiz Night Held.
- Establishment of Hartlip 100 Club in collaboration with St Michael's Church.
- Meeting held to improve use of HVH for Christening Parties.
- Hosting Hartlip Sings Christmas

Barbara Addicott

Chair

Hartlip Village Hall Management Committee

09.03.17