

## Hartlip Village Hall Management Committee AGM 2018

### Chair's Report Appendix: summary of 2017/18

- Successful grant applications.
- Further development of Contingency Fund.
- Receipts held at an increased level compared to 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 programme.
- Review and re-write of Terms and Conditions of hire. Available on website.
- All Booking Forms revised to support management, financial inspection needs and the hire process.
- Annual Regular Hirer invoicing system embedded.
- In-house training provided for new Treasurer.
- Maintained the higher Occasional Hire income level achieved in last three years.
- Annual analysis of hall outgoings by BFSC in order to establish hourly open cost.
- Fees analysis by BFSC in light of hourly open cost.
- New financial reporting system embedded.
- Programme of establishing necessary policies set in motion.
- Analysis of website. Some changes in place. Others to follow.
- Introduction of publication of Regular Activities/contacts in Forum to inform residents of opportunities at the hall.
- Much work done to move Development Plan on.
- Whole hall decorated.
- External doors treated/painted.
- Coat hooks installed in Meeting Room.
- Clearance of side stage.
- New stage curtains.
- A commitment by Martin Lukehurst to provide, fireproof and hang window curtains in the Main Hall. To follow in 2018/19.
- Microwave installed in kitchen.
- Independent Fire Risk Assessment carried out.
- H&S assessment reviewed.
- Risk Assessment reviewed.
- All servicing kept up to date.
- Fire and Smoke alarm call point installed in kitchen.
- Fire Muster Point sign moved to more obvious position in car park.
- Fire-proof paint on stage.
- Continued upgrading of and extension of Emergency Lighting.
- LED strip lighting fitted in Meeting Room.
- LED strip light/emergency light fitted in kitchen.
- Completion of internal fire doors replacement/upgrading to compliance standard including vision panels and appropriate closures.
- Appropriate fire signage applied to doors.

- Updated Fire Procedure signs installed in all rooms.
- Removal of socket covers on professional advice.
- Safety lock fitted to disabled toilet door.
- Lock and exit bar fitted to Meeting Room door to make possible independent hire of each of the three rooms.
- Installation of post and hook for Meeting Room door.
- Maintenance materials cupboards established.
- An enormous amount of general maintenance carried out by Paul White
- All gutters cleared.
- Repair of SW downpipe and hopper.
- Replenishment of salt in car park for HVH use only.
- Estimates obtained for remarking of car park and funding made available for this in 2018/19.
- Estimates obtained for Induction Loop and funding investigated.
- Making HVH more readily available in school holidays led to 500 extra booked hours.
- General Sunday Opening to start 2018.
- Successful Ofsted Inspection to enable Children's Holiday Club to be trialled.
- Trialling of new activities to benefit hall and residents:
  - Irish Dancing
  - Dog's Trust classes
  - Adult Tap classes
  - Children's Holiday Club
  - Musical Movement
  - Saturday Family Play scheme
- Fund Raising Quiz Night Held.
- Embedding of Hartlip 100 Club in collaboration with St Michael's Church.
- Hosting community events free of charge:
  - The Big Lunch
  - Hartlip Sings Christmas

**Barbara Addicott**  
**Chair**  
**Hartlip Village Hall Management Committee**  
**15.03.18**