

# Kirklevington Village Hall

Chairman's report for the period since the previous AGM held on 14<sup>th</sup> September 2020.

To be tabled at the Covid delayed 2021 AGM at 19:00 on Monday 2<sup>nd</sup> August.

## 1.] Introduction

The following notes summarise what developments & activities have taken place since the previous Covid delayed AGM.

## 2.] Covid-19 / Past 9 Months Update

The second wave of the Covid-19 pandemic that resulted in a further national lockdown in Q4 2020 continued to have a profound effect on the hall's normal functions, accessibility, & income stream. The success of the national vaccination program which started in early 2021, followed by positive Covid related data, enabled the hall to re-open on 17<sup>th</sup> May with a limitation of group sizes of 6, & then on 19<sup>th</sup> July all restrictions were lifted allowing normal hall hires & use to resume, albeit with sensible precautions still being maintained & encouraged for the foreseeable future.

## 3.] Report

a] Allied Westminster Insurance policy cover reviewed & upgraded in October 2020.

The employee/personal accident cover was increased from 4 to 6 units & legal expenses cover was added. The increase in our annual premium with regard to these adjustments was ~ £25.

b] Window displays.

Thanks to a dedicated team of ladies from the village a number of montages were put up on the hall windows facing Pump & Forest Lanes. This was in a large part inspired by the fact that Covid had impacted on all residents lives during most of 2020 continuing into 2021 & that some "light/artistic relief" might be appreciated. The north side windows being floodlit in the evenings to highlight the artworks which were:

i] The poppy display for Remembrance Sunday.

ii] A Christmas display with a competition for village children to create bauble posters with prizes awarded by age group & sponsored by The Parish Council.

iii] An Easter display.

c] Hire bookings & payment management system update.

During March & April Grant Grieve, Rob Knowles & I conducted a major review of how our village hall hire bookings are managed. This involved the creation of process maps to define the "start to finish" hire booking & associated payment process for the various types of hall hires.

The key objectives were to:

i] improve the visibility of bookings to potential & current hirers, & also to residents.

ii] enable more efficient & transparent management of hire bookings by means of electronic/shared access data systems.

The system is based on a managed Google calendar, with a simplified view being available to the public via the "kirkcommunity" website. This was enabled, with encouragement & support, by Nigel De Badgecoe, the new Chair of The Kirklevington Parish Council who has upgraded the Kirklevington community website.

No personal details of any private hirer are visible, however, contact details of social & commercial group

hire secretaries/key contacts can be made accessible, just as they currently are via various online sources, e.g. The Tees Valley Village Halls Network.

The key benefit to potential hirers is to easily see when there is availability in the hall to meet their requirements, & to assist with the planning of their events. It can also serve to inform or remind people of an upcoming community event, e.g., Local Elections Polling Day or The Church Fete.

<https://www.kirkcommunity.co.uk/bookings>

The actual booking enquiry is still made by email or telephone to the Booking Secretary who will then check the master Google calendar, review any provisional/pending bookings, consider any simultaneous booking interactions & then, subject to all of these checks, create the booking & advise the hirer of the applicable hire rate etc.

The key benefits for the Booking Secretary & Treasurer are that:

i] Hire bookings can quickly be created within the “kirkcommunity” Google calendar & a single entry caters for both one-off /occasional bookings, and also for regular/repeat bookings for as far into the future as is required.

ii] Alongside the Google calendar system hosted on the “kirkcommunity” website, a shared online Dropbox folder contains Excel files containing the current month’s summary, & archive files for each completed month, for the 3 different hire types. These contain further details of each hirer & event, & also enable tracking of the payment status of all bookings for all hire types.

iii] When either the Booking Secretary or Treasurer is on holiday or otherwise not available then those Trustees having access to both the Google Calendar & the relevant Dropbox folder will be able to seamlessly cover for their absence & enter new bookings & keep all records up to date. A shared email account is also a feature of the Google calendar, so hire enquiries made via the website are routed to this email account. Anyone having edit access to the calendar & Excel worksheets will also have access to this Gmail account.

<https://www.dropbox.com/home/VH%20Hire%20%26%20Payment%20Control%20Worksheets>

It should also be mentioned that the same Dropbox account now contains a structured repository of all our key village hall documents such as inspection & service records etc. etc. The file structure can be seen via the link provided below. All Trustees can be given appropriate view access.

<https://www.dropbox.com/home/Kirklevington%20Village%20Hall>

For those hirers who prefer not to use the internet or other electronic systems, telephone contact & paper-based booking forms will continue to be available & can continue to be used for as long as is required. The relevant information from these traditional booking methods will then be transferred into the electronic system by the nominated Trustees as outlined above.

d] In mid April a Parish Council newsletter was distributed with the following text added for The Village Hall:

***Kirklevington Village Hall Trustee News.***

***April 2021***

*Our Village Hall is a privately run Charitable Trust set up after WW2 with the prime objective being to provide a community facility for the benefit of Kirklevington & nearby residents.*

*In a historic village such as ours, a local church, pub, & village hall provide places where social activities can take place & help to provide focal gathering points that support & promote our village community & identity. As new large scale developments around the village materialise it becomes even more important that these social centres continue to thrive & deliver benefits to residents.*

*The aim of the present hall Trustees is to ensure that it will continue to be available for many years to come, to be used & enjoyed by yourself, your children, & your grandchildren.*

*The current trustees are forward-looking & will shortly implement a hall bookings calendar that will be available to view via the "kirkcommunity" web site. This will enable prospective hirers to see which days/times/halls are available, & for residents to see when our varied village social groups meet & when other public events take place in our hall.*

*Our short term objective, after a long period of Covid constraints, is to bring the hall back into full use at the earliest allowable opportunity.*

*We currently have a number of vacancies for Trustees & we would like to welcome new members, particularly those who represent the younger generations. If you are interested &/or would like further information please contact either:*

*Secretary - Grant Grieve - Tel: Home: 01642 782807 mob: 07809670951*

*Chairman - Andy Alton - Tel: Home: 01642 783624 mob: 07960755874*

e] Various reports & observations of suspicious activities involving drug use/exchange in the car park prompted joint action by The Parish Council & myself to review the CCTV system status. Whilst it was found to be operating, the image quality from four out of the five cameras in darkness is poor & the Parish Council are planning to upgrade the cameras to 1080P higher resolution/colour units

#### Maintenance Activities

a] All remaining external hand rails cleaned down, abraded, & repainted with Hammerite red. A second coat is due later in 2021.

b] The west emergency light fitting in the balcony meeting room was replaced after it failed a routine 3 hour test.

c] The new chair mover has been modified to add a foot bar making its use simpler & also improving the positioning & placement control of chair stacks. The stack height limit has also been reduced from 8 to 6.

d] The large hall chair storage room was cleared & repainted.

e] The fire alarm system was tested by TE Woolley in April 2021 with no faults found.

f] The East upper store room [Scouts & Guides] was fitted with a replacement lock after the original was found to be badly worn & defective [key could be turned without throwing the bolt]

g] A new Panasonic combination microwave was purchased for the kitchen.

h] The main entrance door [left hand side] door lock was replaced to meet insurance requirements & our own updated hall access control management system.

i] New locks have been fitted to all three Guide storage cabinets & missing door handles replaced.

j] Roof verge [edge] on west side above kitchen rear yard/paved area cleaned out & re-pointed out to replace cracked/weak mortar & close up the Starling access that has allowed them to nest just inside the upper west store room for a few years.

k] Following consultation with the Parish Council it has been agreed that a lawn mower & strimmer will be purchased by them for use by volunteers to cut the grass in the play area & also at the village hall. Part of this agreement has been the provision by the Hall Trustees of a secure low maintenance storage unit within the secure kitchen rear yard/paved area of the hall. The payback period for this is ~ 1 year when compared with the provision of a contracted out service for the same scope of work.

l] Two timer relays required replacement in the hot water/heating control enclosure. The first one was required after it was discovered that the kitchen hot water was not coming on when the rocker switch was pressed.

During the investigation & repairs kindly carried out by Bryan Claybrook, the snooker room heating control was also found to be inoperative due to an identical component failure.

m] Fire extinguisher service carried out by H.E. Woolley, the last old gas cartridge water type in the stairway lobby was replaced by the more modern directly pressurised type which has a gauge that can be used to confirm the charge condition.

Due to the impact of Covid on our income stream for ~ 18 months, where maintenance/other discretionary

requirements do arise then, for expenditure exceeding £350, 3 competitive quotes will be required before such work is authorised by a minimum of 3 trustees.

#### Updated Standard Condition of Hire

Jenny Wren still needs to supply the DBS documents for the Guides group.

#### Marble Plaque on Forest Lane side of the Village Hall

The correction to the spelling of Castlelevington will be investigated further with the stone mason.

### 4.] Recognition for Services Rendered

Bryan Claybrook who has been an active trustee for many years & who was involved with the work to deliver & complete phase 2 of the hall which we have today has decided to retire as a hall trustee. For many years Bryan has undertaken the scoping, procurement, & control of much of the “engineering” work required to develop & maintain the hall. This he has done to the highest standards with all such work being recorded in the form of “project dossiers”. A presentation is to be made to Bryan in recognition of, & with sincere thanks for, these services which he has provided on behalf of many past & present hall trustees, & of course all users of the hall.

Due to a change in family & personal circumstances Jennie stood down as the hall’s Bookings Secretary in February 2021 but retains the role of our Treasurer. The Booking Secretary role is largely unseen by all except hirers of the hall, however our financial viability & continued existence is absolutely dependent on our hire income stream being well managed & maintained.

Jennie took this role on from Bob Howat many years ago & has devoted many hours every year to it & as a token of our appreciation for all of her valued work a presentation is to be made at this AGM.

Thanks also to Angie Hall, who has maintained the cleanliness of the hall throughout the Covid period & kept a watchful eye open for any matters requiring our attention.

A. Alton

20\_06\_2021

