

Kirklevington Village Hall

2021 -2022 AGM
13th June 2022

Chairman's report for the period since the previous delayed AGM held on
Monday 2nd August 2021

1.] Introduction

The following notes summarise what developments & activities have taken place since the previous Covid delayed 2021 AGM.

2.] Covid-Recovery

Covid closure periods were as follows:

21/03/20 - 29/07/20

&

14/10/20 - 17/05/21

Since the last AGM there have been no significant adverse effect on the operation & use of the hall, & forward hire bookings have returned to healthy levels.

3.] Report

a1] Hartbeeps toddler & baby classes started two mornings per week in September 2021 & are now one of our best hire income generators. Purchased portable/collapsible baby change unit – this had been under discussion by trustees prior to Covid & the start of Hartbeeps hire prompted the purchase of a suitable unit for £42.

a2] The Dominoes group advised that they would not be resuming in the Autumn of 2021 & thus the requirement for trustees to assist with the service of tea etc. has now stopped.

a3] Zumba did not resume after the first Covid lockdown.

b] A further review & upgrade of our "Village Guard" insurance cover/schedule took place with Allied Westminster in October 2021. This was prompted by an offer of a free desk top full rebuild evaluation done by an AW approved organisation. The hall is now covered up to £1.5 m. & in summary we have obtained an ~ 30% uplift in cover for an ~ 5% additional premium.

c] Our fixed period Scottish Power gas tariff came up for renewal in October 2021 & it was decided to take up the offer of a 3 year fixed rate of 3.75 p > 5.90 per kWh, with the daily standing charge increasing from 25 > 30p.

This represented a 57% increase over the previous rate, however in discussion between Jennie & myself we agreed that climate change pressures & other geopolitical events/instability would make this a reasonable position to take. Subsequent events have proven that this was a very good decision!

d] Window displays.

Building further on the previous work done by several village ladies during lockdowns, very spectacular Remembrance Sunday/Week poppy displays were put up at both at The Village Hall & The Church. Many complimentary comments & messages of appreciation were received, & these were passed on to all those involved.

e] The Parish Council & myself reviewed 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 has now upgraded

the cameras to 1080P higher resolution/colour units.

f] Hire rates review, simplification, & rationalisation was carried out & implemented w.e.f. 01/01/2022
Hall user information updated, additional parking, no cheques for ad-hoc hires, WiFi etc.

g] Fuller access to hall rooms.

Balcony meeting room for ladies sewing & other hires.

Snooker room – specific terms & conditions drafted & adopted

Both rooms added as selectable/displayed items on our Google online hire bookings calendar.

h] Periodic safety/housekeeping inspections by trustees commenced in April using a simplified reporting template

i] Ongoing requirement to recruit new Trustees by direct/personal approach.

j] Proposed changes in our accounts presentation for 22/23, i.e.

Removal of buildings valuation

A subset of the Coffee with Friends account detailing total takings, expenses deducted, payments to charities, & contribution to hall funds in lieu of hire fee....where the net balance is expected to be zero

More ongoing information on gas & electricity costs/tariffs given the exceptional volatility of these items

4.] Maintenance Activities

Fire alarm, fire extinguisher, emergency lighting, & PAT testing all done to required schedules.

External fire risk assessment due Q4 2022.

Shared use of grass cutting equipment with Parish Council. Provision of storage facility by village hall @ £175 required review of fire risk assessment & appropriate actions being taken. As recorded in minutes of Sept 2021 meeting.

Purchase leaf vac/blower, battery, & charger @ £85

External side gate [mower storage access] Locinox 40 - 50 mm. replacement lock purchased & fitted @ £75

Purchase new toilet brushes @ £32.

Commence PlusNet WiFi / broadband service @ ~ £22.50/month

Routine external hard surface biocide treatment [MMC-Pro] & application of glyphosate weed control.

Battery powered PIR activated LED flood installed at main entrance [after entrance threshold trip incident] @ £26

Shark steam mop purchased @ £60

Shark "duo" multi surface vacuum cleaner purchased @£190 to replace "on loan" unit.

Professional cleaning of all upholstered ~ 140 chairs done by Service Master / Cliff Howden – good job @ £550 inc VAT. ~ 60 green/small hall + ~ 80 brown/large hall.

East hot water timer relay signal fault [from west system] isolated by removal of Shrack interposing relay.

V6 heating zone valve actuator [motor] replaced by Bryan Claybrook @ £25

Section of folding doors between small hall & kitchen removed and planed down at base to prevent catching on laminate floor of lobby area floor.

Bespoke pedal bin & liners obtained for Hartbeeps.

Older style rectangular tables fitted with leg retaining spring clips @ ~ £100 – to prevent the annoying problem of the legs always falling open during handling & storage movements, & risk of accident/injury.

North & east boundary retaining walls inspected & pointing found to be in poor condition. Review of previous survey [2007] & modifications [2008] carried out from documentation provided by Bryan Claybrook.

2 quotes obtained for repair in Feb/March & after agreement of trustees the work was carried out at the end of March for £1950.

Counter top freezer replaced @£115 after original unit failed.

The following materials purchased for equipment replacement/upgrades:

2 x 50 watt IP65 LED flood lamps [warm white] for car park @ £52
12 x Mono self closing taps for ladies & gents hand basins - £220
1 x 150mm. Vent Axia extract fan for bar room with electro-mechanical internal shutter + external louvre/fly screen @ £75 + £10
Keys for various snooker room cabinets obtained @ £15 – former ladies bowls group items to clear.
Gents urinal traps & strainers replaced @ £32
10 Ltr. X 1500 watt free standing water geyser urn purchased @ £80 & 60 John Lewis coffee mugs purchased @ £75.
External notice board “Kirklevington Village Hall” sign replaced with solid oak engraved item @ £160

To progress during remainder of 2022:

Car park light LED replacements [quote for these + bar room extract fan now pending]
Extractor fan installation in bar room [safety aspect due to condensation on floor/slip hazard from dishwasher steam]
Internal repainting – selected areas
Small hall floor resurfacing?
Ladies & gents basin taps replacement [to enable improved/reduced flow control & solve problem of leaking stem seals]
Snooker room & staircase carpet tile replacement – Calverts to quote
Gas boiler replacement assessment – air source heat pump/solar system/battery storage integrated system to be assessed/investigated/costed – possible grant availability?
Kitchen work top upgrade

N.B. Where maintenance/other discretionary requirements do arise then, for expenditure exceeding £350, at least 2 competitive quotes will be required before such work is authorised by a minimum of 3 trustees.

5.] Recognition for Services Rendered

Maureen Joyce announced that she would be standing down as a trustee in December 21. Maureen has probably been our longest serving member & has also been involved with the Mothers Union & formerly the WI.

A presentation & gift was made to Maureen at our pre-Christmas meeting which was also attended by several former trustees in recognition of her exceptional & exemplary service to the village community.

Thanks also to Angie Hall, who has maintained the cleanliness of the hall & kept a watchful eye open for any matters requiring our attention. This was especially important as we emerged from Covid restrictions & resumed normal hire operations.