

## **Hemingford Abbots Village Hall Annual Report. 2023/2024**

### **Summary**

The year 2023 was a good year for the Village Hall. Many groups and individual hirers have made good use of the hall throughout the year and have been very complimentary about the hall and its facilities.

We had lots of our old friends using the hall but also plenty of newcomers. We were not back to our pre pandemic income level, but it is all going in the right direction. The hall was in use for most days of the week, but we have plenty of room in the evenings and weekends for new bookings.

We had lots of our long-term customers back including the art groups, keep fit group, the bridge club, WI, GOBA and the first aid trainer. Children's parties were on the increase with lots of fun for the children, some parties had a bouncy castle with an ice cream man on standby.

We had two quiz evenings run by the hall which were very successful, and they were both a sellout, it must have been the hotdogs, the raffle and the quiz prizes. By popular demand we will keep the quiz evenings going in 2024. We also had a quiz run by a Hemingford Grey group. A very successful 80's night was extremely popular and we hope to hold more music nights in 2024.

The committee did an outstanding job, and they deserve our thanks. Well done to you all.

For health and safety, the hall was kept up to date on all legislation and monthly testing. We are pleased to say we had no reportable accidents in 2023 and to date in 2024

2024 is off to a good start the bookings are on the increase and the hall, as usual, is in perfect condition to welcome everybody.

We will have a new committee member Alan Tuohy, and Sam Cousins has agreed to help us as required. They are most welcome, and I know they will make a big contribution to the running of the hall and the events.

Peter Stroude, after making a significant contribution over many years, is stepping down. Thank you, Peter from the whole committee.

### **Finances**

Margaret will give a full account of the finances at our AGM. We are still in a good financial situation with sufficient bookings to enable us to continue without a price increase. We had no major maintenance or capital requirements in 2023 but we do have a number of big items coming up in 2024.

### **Hall customer activity.**

The activity is well covered in the summary. We continue to welcome new customers and we are pleased to say we have not lost any of our regulars. Village lunch continues on a monthly basis. Children's parties are on the increase as well as weddings. We have a new payment structure of whole weekend bookings which will make things easier for the customer and the administration. On Sunday mornings we have been joined by the Hemingford Bakes, run by Adam, which is very popular with our customers and passers by.

### **Health and safety.**

Weekly routine checks, check fire alarms sound when tested, recorded.

Main doors close when alarm is activated, recorded.

Temperature logger for each fridge.

Monthly, emergency lighting checked, recorded.

Monthly, fire extinguishers are checked, making sure all tags are in place and no tampering to extinguishers, recorded.

Check main hall exit doors open easily and no obstructions inside and outside.

Walk around the entrance and grounds of the hall checking for any hazards.

Generally, look at the cleanliness of all areas of main kitchens and toilets, small meeting room and kitchen.

Cromwell Fire maintenance inspections and servicing continue on schedule.

The Hall's Electrical Installation Condition Report Certificate completed in February 2024, due every 5 years.

PAT testing completed February 2024, due yearly.

Check Defibrillator's green light on and yearly do a maintenance check.

### **Hall maintenance and capital spending.**

We continue to keep the hall in very good condition with no major issues or expenditure in 2023 however in 2024 we will need to refurbish the hall floor which should be completed by the end of 2024. We upgraded our sound system to enable customers to connect directly to our sound system with computers and smart phones.

### **Outside maintenance**

The outside continues to be well looked after and always looks clean and well kept. In 2024 the box hedges have suffered from moths and caterpillars so have been removed.

A new layout and planting will be developed and hopefully completed by June 2024. A new window box will be installed under the small room window.

We purchased and installed a lighting system in the carpark (long overdue).

A wall sculpture has been installed on the front of the hall sculpted by Carol Prosser and a new sculpture will be installed on the front new layout. The work for the sculptures and installation have been paid for by a donation from Tessa Beresford resulting from an art exhibition in 2022.

### **Organization and running of the hall**

The committee members are: -

Stuart Prosser	Chairman
Margaret Cloke	Treasurer
Catheryn Reed	Secretary
Beryl Lager	Health and Safety
Rie Hargreaves	Outside maintenance and landscaping.
Caroline Denny	
Chris Nicol	
Alan Touhy	

The committee has one employee who attends and contributes to all meetings

Jenny Desborough	Bookings, Maintenance and Customer interface.
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Other significant contributors but not on the committee

Bob Penny	Invaluable help on IT.
David Bryant	Organizer for major evening events and resident chief.
Andrew Burton	Organizer for major events and resident DJ
Sam Cousins	Practical help and advice on various issues.

We all look forward to a successful 2024 and again a big thank you to the committee and other significant contributors.

Stuart