

# Cheswick Green Village Hall Management Committee

## Chairperson's Quarterly Report

January 2018

The new Village Hall Management Committee (VHMC) was formed just over 6 months ago in July 2017 and has been meeting monthly since then. The Committee, who took over from the Cheswick Green Residents Association, acts as managers of the village hall on behalf of the Trustees, the Parish Council. Formal minutes are recorded at all meetings and an annual report is submitted to the Parish Council. The committee will not publicise the minutes because some of them contain personal information and private discussions with residents as well as current and potential hirers. The Chair will however present quarterly reports summarising planned expenditure, maintenance and improvement updates along with general managerial decisions and topics. These reports will be formally sent to the Parish Council and published on our new website for the community to view.

The village hall is for the benefit of the residents of Cheswick Green Parish and the committee has committed to managing it in a proper and business-like manner and are responsible for all matters listed below.

*(a) Insurance of the Hall for the usual perils applicable to a property and in respect of any loss or damage to the users of the Hall or third parties.*

*(b) Health and Safety.*

*(c) The preparation of an annual health and safety risk assessment.*

*(d) Logging the details of any faults or dangers that could lead to civil or criminal liability either on the part of the Committee or the Parish Council.*

*(e) Maintenance testing and logging this information for the fire alarm.*

*(f) Provision and maintenance of the fire extinguishers.*

*(g) Maintenance of emergency lighting.*

*(h) Maintenance and annual servicing of the heating system.*

*(i) Provision of an annual safety inspection of electrical equipment.*

*(j) Maintenance of the kitchen and toilet facilities in accordance with the requirements of public safety.*

*(k) Repairs, maintenance and decoration of the Hall.*

*(l) Cleaning of the Hall.*

*(m) Repair, maintenance and replacement of furniture and equipment.*

*(n) Security arrangements.*

*(o) Pest control.*

*(p) Environmental health inspections and fire officer's inspections.*

*(q) Clearing of the drains serving the Village Hall to the external walls of the hall.*

*(r) Presentation by the Committee to the Parish Council of any proposed schemes or items of major expenditure in respect of matters set out or referred to in the constitution for inclusion by the Parish Council in its annual financial budget.*

### **Below is a summary of our first 6 months of management.**

One of our first projects was to write a new up to date and fit for purpose constitution. This is now in its final stages of preparation and will be presented to the Parish Council for final acceptance in the next few weeks.

Our first maintenance project was to restore the internal ceiling down lights back to 100% functionality. This involved the purchase and fitting of 42 replacement tubes and 6 starters. We are

now in the process of upgrading the florescent tube lights in the small hall to led fittings. LED bulbs are the most efficient lighting choice, using only a third of the energy of fluorescent lights and have the potential to reduce the lighting energy consumption by up to 80%. The tubes that are replaced will be retained as spares for the main hall. We will review the success of this installation in due course and will consider the same for the large hall in the future.

We have engaged with the local authority and the village hall is now on a local cadre and available for use as an emergency rest centre in the event of a local major incident or disaster.

Following the tragic sudden death of a young male in the village in November, the use of village hall was offered to the community free of charge to be used as a focal point for local teenagers to safely meet and talk in the warmth at a time when many of them were grieving the loss of a great friend. Local residents provided hot and cold drinks and snacks to further promote this facility. I am pleased to report that there is now consideration for the formation of something more formal on a weekly basis which as a committee we are keen to support and help get established.

A group of local residents laid on a free community pantomime in the hall on the run up to Christmas. As this was the largest community event of the winter we offered them free use of the hall for their rehearsals and performances. We are of the understanding that not only were several hundred pounds raised for charity but many members of our community got to enjoy this festive event.

We are in the process of obtaining quotes to replace the three external doors. This will not only make the hall more secure but will also update the very old and tired current fire escapes. These will be funded by the Parish Council and not the VHMC funds.

To comply with Health and Safety the Hall requires a current fire risk assessment. Having taken advice from a few sources, including West Midlands Fire Service, we are in the early stages of completing this document.

Enquiries are on-going re our responsibilities around the current CCTV system and the storage of the images.

The village hall was historically advertised via the Residents Association website. We are in the process of having a website built free of charge by a local resident which we hope will be up and running in the next few weeks.

24 electrical items have recently been PAT tested, this will now be an annual health and safety scheduled event.

There have been some recent accidental activations of the fire alarm. This has highlighted that the system was overdue a service and had not had a regular maintenance contract. Arrangements are in place for the service and then biannual checks to comply with conditions of the pending fire risk assessment.

Although occasional hirers are given conditions of hire, contract hirers have either never received one or have been hiring the hall for that long that their initial conditions of hire are outdated. We are in the process of reviewing all conditions of hire and all contract users will receive an updated version.

All users will now have access to free Wifi when using the hall. This is routed from the Parish Council Office and the access code is advertised on the notice board.

As a new committee we are beginning an audit of who holds keys and what type of key they hold. This will also give us an indication of the cost of replacement keys when the external doors are replaced.

**In conclusion**, the first 6 months have been very busy and I thank the committee for all their hard work during this period. We have made great efforts to ensure the general housekeeping issues are updated and fit for purpose along with addressing several Health and Safety shortfalls. I am happy that all these areas of management are making good progress and will hopefully soon become business as usual. We are beginning to look at short and long term maintenance projects to ensure that this community facility is not only fit for purpose but also will be there for many more generations to enjoy. We have and will continue to support the residents and the community of Cheswick Green Parish.

**Martin Williams**

*Chair of the Village Hall Management Committee*