

2023 Beckley Village Hall AGM

Facility Manager's Report

Following my appointment in Spring 2022 I have instituted a planned preventative maintenance system for the Hall with the periodic activities set out, with the agreement of the Committee, in the document BVH DN 24.

I report to the Committee through Dr Helen McBeath, the responsible Trustee, and I thank her for her support over the past year.

The Hall passed its 5th birthday in 2022 and so certain statutory services were completed comprising an electrical re-certification, a fire system check and a resulting upgrade to our fire alarm system and fire notices and repairs to the emergency lighting. Additionally annual servicing of our boiler and heating system are due and planned and I have sought quotations for a redecoration of the walls in the main hall which is tentatively planned for later in the year.

Most hirers take good care of the hall but we continue to have some hirers who do not show proper respect to the hall and breach their hire terms. Part of my job is to monitor this, remotely using the CCTV system where possible but in the more difficult cases by on-site attendance. The CCTV system at the hall has also been registered with the Data Commissioner and meets the requirements of the regulations. So far I think it is fair to say that no subsequent hirer has suffered as a result of the hall being left in poor condition by the previous hirer but that sometimes it requires significant cleaning work with the help of Vicky our cleaner in between hires. I have recently commissioned a deep clean of our oven and that is likely to be a periodic requirement.

The regular weekly cleaning of the facility by Vicky continues to be of the highest order and reflects a good team operation to ensure the hall is well presented to hirers.

Bollards have been fitted to narrow the entrance to the car park and act as a deterrent to unwanted users. These have to be periodically reset as they can prove a challenge to less confident drivers.

There have been improvements on the environmental issues affecting the hall with the introduction of separate glass collections and a changing of colours of the Recycling and General Waste Collection bins to assist hall hirers when disposing of their waste.

In addition where possible in the ordering of cleaning replacement stocks environmentally friendly products are chosen.

The Committee's brief to me is to keep the hall in as near as-new condition as possible and I hope looking round today you can confirm that we have largely achieved that.

Finally I would like to note what a tremendous asset John Stradling has been in support to facility management of the hall during the year taking the lead on many items including CCTV, Induction Loop, Cleaning Sink install, Stair Handrail install, new keybox and others. His knowledge and support has been most appreciated by me and this should also be sincerely acknowledged by the committee.

I regret that I cannot be present for this meeting as I am on leave but Dr McBeath will be pleased to take any questions.

Neil Appleby

