

Campton Village Hall Management Committee

AGM 7.00pm 20th April 2023

Bookings Secretary's Report

Bookings

General

If one looks at the regular bookings back in April 2022, there are three weekly activities that stopped within the year and are no longer in the calendar in April 2023. A fourth activity also started and finished during this period. However, there are five new weekly bookings that did not feature this time, last year.

Weekly

Weekly bookings occur every day except Sunday, covering:

Yoga, Taekwondo, Keep fit, Bounce fitness, Carpet Bowls, Children and Adult dance classes, Diabetics wellbeing,

Monthly

Monthly activities, as last year are the Gardening club and the Parish Council Meetings.

One-off Bookings

Regarding one-off bookings plus short run bookings over two to three dates, business is mixed. 2022 saw the welcome return after the Covid years of a local business who books the whole weekend a few times per year. This type of booking is very beneficial since it brings in significant revenue over a short period, approximately equivalent to the income from sixteen weeks of bookings for some regular hirers. We are also fortunate this year to have an election on the 4th of May which again helps fill the coffers.

There has developed in recent years a seasonal booking trend. In December the hall is used for Pantomime rehearsals and wreath making.

The downside of one-off bookings is children's weekend parties and any other one-off weekend bookings.

In the experience of the current booking secretary, weekend bookings have never been so poor. Currently there are none in April, one in May and one in July. There is no doubt that the ban on bouncy castles has some effect on this, it is estimated that three to four bookings per year are lost due to this clause in the terms and conditions. However, as this ban is stipulated in the Hall's insurance policy, there is no plan to change our terms and conditions of hire.

Hire Charges

On the 1st of September 2022, a hire charge increase was implemented. An additional £1.00 was added to all hire charge options.

There was no adverse reaction from the hirers to this increase, some expressed relief that it was not higher.

It was also stated at the time, that charges would be reviewed again early in the New Year.

There was no increase to the minimum one-off hire charge, which is still £25.00.

More recently a new hire rate category has been added to the options, this is £15.00 per hour for specific regular corporate hirers. Its application is at the discretion of the CVHMC and is applied if the requirements of the hirer create additional work for the Booking Secretary.

A review of all hire charges considering the winter utility costs is planned soon.

Hire payments, accounts and debtors

There is a variety of payment terms and conditions agreed with hirers some pay in advance some pay in arrears. All accounts were brought up to date at the end of 2022 and there were no debtors. More hirers are requesting formal invoices and these are being provided.

Complaints and problems

The busy booking schedule has brought some complaints regarding noise and parking, these have hopefully been dealt with. Although poor and inconsiderate parking is purely the responsibility of the driver.

With the warmer weather noise might become an issue again.

Another problem is unauthorised parking. With extremely limited hall parking it is very unhelpful when someone, not attending a hall event, takes a space. We have tried to tackle this issue but it has not been resolved yet.

The future

Weekday bookings are very good, and with the current distribution of bookings, there are very few slots in the week now that can be hired out. The high weekday utilisation has made it necessary to add second cleaning day, so cleaners now visit the hall Tuesdays and Friday mornings.

As always Friday evenings remain free but there is rarely any interest in this slot.

The current hirers seem well settled in the hall so it is not expected to see any major changes in the short term and one hirer has booked dates already into 2024.

As mentioned, use of the hall at weekends is extremely poor and we need to consider how to improve this.

The attached table shows the general hall utilisation.

John Ayres

18/04/23

Campton Village Hall Regular Bookings							
Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8.00			7.30 to 8.30			7.30 to 8.30	
9.00		9.30 to 10.30	9.00 to 11.00	9.30 to 10.30			8.30 to 10.30
10.00					10.00 to 12.30		
11.00						11.30 to 14.00	
12.00							
13.00							
14.00					14.00 to 16.00		
15.00							
16.00			15.45 to 19.00	15.50 to 19.35			
17.00							
18.00		18.00 to 19.00					
19.00		19.30 to 21.30		19.45 to 20.45	19.00 to 21.00		
20.00							
21.00							
22.00							

Key

- Generally weekly bookings
- Booked weekly different hirer, 1st Monday
- Booked two to three weeks per month
- Booked only the 1st Thursday each month
- Cleaners