

## BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at Biddenham Village Hall on Monday 12<sup>th</sup> July 2004

### Present:

Ron Hope (Chair)	Liz Watson (Treasurer)
Richard O'Quinn (Secretary)	David Osborne (Assistant Secretary)
David Watson (Technical Officer)	Trisha Glanville (Bookings Officer)
Terry Allen	Ken Johnston

### 1). Apologies for Absence

Bridget Cristofoli, Richard Harris, Camilla King, Fiona Kraus, Barry Lowe

Terry Allen was welcomed to his first meeting as the committee member nominated by the Parish Council.

### 2). Minutes of Last Meeting (18<sup>th</sup> May 2004)

These were approved by the committee and were signed by the Chairman.

### 3). Matters Arising

Items discussed have been reported in the appropriate sections below.

### 4). Treasurer's Report

4.1). Balances – Natwest Bank Account: £872  
CAF (Charities Aid Foundation) Account: £7,377.

4.2). Financial summary - In response to the comments made by Sue Norman at the May meeting LW brought along the Treasurer's records to the meeting

LW

Reports (from the Microsoft Money program used to manage the accounts) will be provided periodically.

LW

4.3). Bookings status – a seasonal slowdown in bookings is currently being experienced.

Approximately £1,000 in annual payments (eg Brownies) is due in soon.

4.4). ROQ to complete forms to become a bank signatory.

ROQ

### 5). Policy and Administration

5.1). Public Entertainment Licence - DO confirmed that the Public Entertainment Licence had now been received and was displayed on the notice board.

Nothing further had yet been heard from the BRCC of Council regarding the forthcoming changes to Public Entertainment Licences.

- 5.2). Archive project – Cabinet now in situ on the top floor. Top shelf is being used for the main files and other paperwork is laid flat on the bottom shelf.

DO has developed a label system detailing the file number and contents.

Agreed that the cabinet should hold old files only and that the files with current paperwork should be held by the individual member responsible for that area/subject.

- 5.3). On-line booking system – Reactions to the newly built website has been very positive.

Careful consideration needs to be given to the launch of the new facility as some of the Village residents will still wish to make bookings by phone without reference to the website. Residents without a home computer could be encouraged to use the Village Hall PC.

Consideration to be given to an appropriate voice message on the answer machine, notices on the boards in the Hall, articles in the Biddenham Bulletin and advertising and leaflets.

Some changes are still to be made and, once the current bookings have been loaded onto the site, it is hoped that the facility will go live late August or September. Agreed that the new approach should be reviewed after 6 months.

Once operational BRCC to be invited to publicise the website to other Village Halls.

On the subject of Intellectual Property rights, DW believed that the rights are shared between BVH and James Gardner. DW to confirm.

**DW**

- 5.4). Biddenham Bulletin contributions – DO confirmed that an article would appear in July and that another was being produced on the archive project for a future edition.

DO confirmed that he is happy to continue to be responsible for preparing articles for the Bulletin.

**DO**

- 5.5). Parish Council Grants – Once the payments have been received, RoH to send letter of thanks to the PC for the grants for the car park (£2,000) and the cost of re-pointing (£1,600).

**RoH**

- 5.6). Health & safety - no incidents to report. Work required from the monthly and quarterly checks have been carried out and the Fire Service has confirmed in writing that the work actions they requested have been complied with.

- 5.7). ROQ confirmed that Charities Commission Return was submitted and that confirmation had been obtained of its receipt by the Charities Commission.

## **6). Improvements, building & maintenance**

- 6.1). Annual independent safety inspection – completed by John Miller and report circulated by DO

- 6.2). Wall re-pointing – DW confirmed that this has now been completed and a good job has been done. DW believes that the work did not inconvenience any of the Hall users. A gift of wine was made to John Wagstaff in recognition of his cooperation including the moving of the hut on his land.
- 6.3). Flower bed wall - DW to attempt to straighten. **DW**
- 6.4). Bar fridge – LW confirmed the purchase of a bottle fridge for £249 the cheapest model that could be sourced.
- 6.5). Summer cleaning weekend – planned for 13/14/15 August. Notices to be put up to request volunteers. Costs likely to be c£100 **LW**
- 6.6). Wood panelling – DW informed that the cost of purchasing new panelling to be fixed to the existing wood is likely to be £900 depending on the level of wastage. This would not include the cost of labour. Sanding the existing woodwork would be hard work and a prior quote was for £1600. Agreed that DW would get a quote for applying new panelling to the existing. Even so, the project is likely to be delayed until the next budgeting round. **DW**
- 6.7). Cooker extractor – the switch panel of the recently fitted hood melted under normal use of the cooker. DW apologised to the committee for his advice, which was that a domestic unit would suffice instead of an industrial unit with a much higher cost of c£2,000.
- DW to investigate whether, legally, we must have a cooker hood installed. DW also to explore whether an alternative extractor could be fitted to the existing canopy **DW**
- 6.8). Stair carpet – the current carpet (fairly light in colour) is now quite dirty. A quote for non slip covering plus nosing would cost £600 and £475 respectively. Re-carpeting (with a darker colour) would be a much cheaper. Matter to be re considered in the budgeting for next year. **DW**
- 6.9). Barn stores are in need of re-coating. On list of work needed. **DW**
- 6.10). Hall heater will be attended to in time for the winter. **DW**
- 6.11). To improve on the floor cleanliness, LW is trying to arrange for the cleaner to work more hours. **LW**
- 7). Environmental control**
- 7.1). Grant application made to Shanks First Fund was refused. DO has been advised that our application for 100% of the cost was the most significant factor behind the decision.
- At a previous meeting the committee voted that BVH funds should not be allocated to this project on the basis that the scale of cost outweighed the importance of the need.
- Once the confirmation letter has been received from Shanks the committee to consider approaching Bedfordshire Funding Advisory Bureau (as suggested by Shanks) to obtain guidance on obtaining funding help with the environmental control project. **DO**

**8). Re-cycling**

8.1). Performance - Trends show an encouragingly rising collection rate with 6 bins regularly being filled up before collection. The need for a 7<sup>th</sup> bin will be re-assessed when excess paper is regularly left on the paper barn floor. **DW/DO**

8.2). Consequently the application for recycling credits for the first half-year is bigger than the norm.

8.3). Again we are experiencing problems with youths using the paper barn to smoke. DW to notify the Police Beat Manager and the Three Tuns to both keep a watchful eye. DW to consider installing a smoke alarm and a “No Smoking” sign. **DW**

8.4). St James’ School project - carry forward to next meeting **FK/CK**

**9). Social**

9.1). Biddenham Show supper – LW eventually was able to ascertain an interest in a Supper from the Show Committee. But for this year the Hall is now not available. Hall will be booked for the night before the Show, next year in anticipation of a Supper taking place. **LW/TG**

9.2). Village Lunch - A BVHMC organised Lunch has been agreed to take place on Sunday 5<sup>th</sup> September. Helpers with catering will be needed. **LW**

**10). Any Other Business**

10.1). Piano – The piano has now been given to the Village Hall Cleaner who is most grateful. The Committee re-confirmed its agreement that this was the best course of action. The Piano was, in future hardly going to be used, but Hall funds would be expended to keep the instrument in tune. Furthermore costs of sale and removal have been avoided given that the potential value of the Piano was less than the cost of restoration.

10.2). It was reported that the Rainbows may close down.

10.3). Hall Computer – it was reported that the PC is broken but a repair is being arranged. **DW**

**Meetings for 2004**

2<sup>nd</sup> November                      Biddenham Village Hall (after AGM)

**Next Meeting – 7<sup>th</sup> September 8pm Biddenham Village Hall**

Signed ..... (Chair)      Date .....