

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at Biddenham Village Hall on 7th September 2004

Present:

Richard Harris (Chairing the meeting in the absence of Ron Hope)	
Liz Watson (Treasurer)	Richard O'Quinn (Secretary)
David Osborne (Assistant Secretary)	Trisha Glanville (Bookings Officer)
David Watson (Technical Officer)	Terry Allen
Bridget Cristofoli	Fiona Kraus

1). **Apologies for Absence**

Ron Hope, Ken Johnston, Camilla King, Barry Lowe

2). **Minutes of Last Meeting (12th July 2004)**

These were approved by the committee and will be signed later by the Chair (Ron Hope – absent).

3). **Matters Arising**

There were no matters other than those on the Agenda.

4). **Treasurer's Report**

4.1). Balances – Natwest Bank Account: £2,505
CAF (Charities Aid Foundation) Account: £7,377.

4.2). Financial Summary - LW distributed the year end accounts (before Audit) – copy attached.

In summary –

Hire receipts were significantly higher, interest earned lower (due to lower interest rates), newsprint income down but recycling credit considerably higher, grants much lower but £2,000 due from the Parish Council not yet received.

Cleaning, water, heating and light were all higher because of the increased usage of the Hall. Increased telephone costs were due to move of the booking line from Sue Shepherd to TG. Miscellaneous relates to legal advice from Borneo Linnells regarding the right of way.

Improvements included the car park re-surfacing, gas heaters, bottle fridge, re-pointing (currently not included in the accounts because the funding was from the Parish Council and the invoice was settled by the PC. Costs to be added to the accounts and the equivalent credit to be added to "Grants"

LW/DW

Advertising costs include the development cost of the new website.

DO questioned whether we were able to identify any energy savings as a result of the new windows? It is believed that this is the case but masked by the increase in bookings (up by a third) and increasing energy prices.

- 4.3). Parish Council Grant – LW reported that grant, for the car park re-surfacing, had not yet been received. LW to follow up.

LW

- 4.4). Next Year's Budget – For consideration are:

Electrical work not carried out in 2003/04 and a new extractor – c£600

Wood panelling – c£2k

Replacement of the rotten front window – c£200

Replacement of the flush system in the Gents toilet.

Attend to heater in the entrance hall

All the above improvements likely to total c£3k.

The value above is deemed to be appropriate given the financial position of the Hall. Reserves should be maintained around the £10k to £15k level to ensure that the Hall could cope with a sizeable maintenance bill – e.g. for the roof which could cost upwards of £40k.

Full budget to be prepared.

DW/LW

- 4.5). ROQ Bank Signatory – appropriate papers to be processed with the bank.

ROQ

5). Policy and Administration

- 5.1). Resignation of David Osborne – David confirmed that the September meeting would be his final one. DO would complete some final actions and then after a long and successful period on the Committee DO will bow out gracefully. DO will be greatly missed on the Committee but agreed to act as "Mentor" to the current Secretarial team.

DO thanked the Committee for the presentation of gifts at the recent BVH Lunch.

- 5.2). AGM (2nd November in the Village Hall at 8pm) arrangements – DO advised the Committee that reports would need to be prepared, and read out at the AGM, by the Chairman, Treasurer and Secretary.

Meeting to be publicised around the village with posters and maybe in the next article in the Biddenham Bulletin.

**ROQ/LW/
DO**

Ron Hope, the Committee Chair, is unlikely to be available for the AGM. If this is the case, agreed that ROQ will chair the AGM with Richard Harris taking the AGM minutes.

ROQ RiH

- 5.3). Archive project – DO to complete the project before finally passing on his responsibilities. Public Entertainment Licence Files are in the Archive But will be passed to Barry Lowe who will become responsible. **DO**
- 5.4). On-Line Booking system (www.biddenhamvillagehall.org.uk) – six bookings have been taken, so far, using the new on-line booking system. TG confirmed that this new system is much more efficient and all bookings are now published on the website. TG still keeping a paper file reference of bookings.
- Now that the site is functioning satisfactorily, we need to increase and improve publicity. Consideration to be given to advertising and improved links from other sites. **TG/LW**
- Consideration to be given to emailing receipts to those who book on-line. An amount of expenditure should be budgeted for updates and improvements to the booking system. **LW/TG**
- Once the site has been running for some time and has been proven to be successful, consideration to be given to publicising the site to other Village Halls through the BRCC. At that point BVH's intellectual property rights will be properly protected. DO will include the Booking System in the BRCC visit (see 9.2 below). **LW/DW
DO**
- 5.5). Biddenham Bulletin – DO is preparing an article for the October issue which is likely to cover the archive project and the maintenance weekend, **DO**
- DO kindly agreed to continue to writing the articles for the Bulletin. **DO**
- 5.6). Licensing Seminar – LW advised that she is attending a seminar regarding the changes to the Licensing Laws on. LW will report back to the Committee as appropriate. **LW**
- 5.7). Disability Discrimination Act – new Legislation is about to come into force and we as a Committee need to be confident that we are complying with the Law. Generally we believe that we do, given that we currently make reasonable provision for the Disabled.
- Agreed that we need to have further discussion at the next meeting. DW will provide a list of the aspects/issues we need to consider. DO will enquire of the Committee at the Addison centre to find out what actions they have or are planning to take. **DW
DO**
- 5.8). Health & Safety - no reports of accidents/incidents have been made since the last meeting.
- 5.9). Membership - DO raised the subject of the membership of the Committee and suggested that more publicity is created to attract new members, to enable the spreading of the workload of the current membership. DO also suggested that serious consideration be given to the appointment of a Vice Chair to act as cover for when RH cannot attend meetings/functions.

6). Improvements, building & maintenance

- 6.1). Wall re-pointing – The job carried out by Mike Adair looks very good (a number of the Committee inspected the wall) Cost was around £1400 which was kindly funded by the Parish Council.

DO pointed out that the Committee should ensure that the right of way is “walked” the full length at least once a year as part of our determination of rights and ownership.

ROQ/DW

- 6.2). Flowerbed wall - carry over to the next meeting.

DW

- 6.3). Summer cleaning weekend – was very successful with a good amount of cleaning and renovation work carried out. The Committee expressed their sincere thanks to the all volunteers, particularly those not on the Committee.

- 6.4). Wood wall panelling – to be considered within next year’s budget.

DW

- 6.5). Cooker extractor – DW reported that the extractor hood, recently installed, failed to stand up to the heat of serious use of the cooker with the control panel melting making the unit unusable. DW apologised to the Committee for his previous advice that a domestic unit would be satisfactory and would avoid the Committee having to expend a sizeable sum of money on an industrial unit. DW to investigate the options and to consider within next year’s budget.

DW

- 6.6). Hall heater – to be considered within next year’s budget.

DW

- 6.7). Hall cleaning – LW enquired whether the current cleaner could be persuaded to work more hours – to address the issue raised by CK at the last meeting about the cleanliness of the floor when the Toddlers Group meet. Unfortunately the Cleaner is unable to give more hours. LW to refer to CK to see if problem still exists.

LW/CK

- 6.8). Barn stores door – a good job was done on recoating the barn doors during the summer cleaning weekend.

7). Re-cycling

- 7.1). 1st half year credit –latest credit was for £589.44. Trend appears to be rising as the whole year has totalled £1,133.44.

- 7.2). 7th bin – at the moment 6 bins seem to be just right.

- 7.3). Smoke alarms/signage – recently no problems have been experienced with unauthorised occupation of the barn by young smokers. No smoking signs have been put up, smoke alarms to be considered if the problem arises again.

- 7.4). St James School Posters – FK to progress with the School now that term has started.

FK

- 7.5). Recycling Officer – a member of the Committee need to be appointed to be responsible for recycling, in particular with the departure of DO. FK agreed to discuss the opportunity with DO

FK/DO

8). Social

- 8.1). Village lunch – the event held on 5th September was a great success and most of those attending are looking forward to the possibility of the next lunch. To be considered at the next meeting with the possibility of one in the winter. **ALL**
- 8.2). Coffee shop – the coffee shop is struggling with attendance numbers. Whilst it is not appropriate for BVHMC to adopt as a Committee responsibility, BVHMC will help with publicity. **LW**
- 8.3). Quiz Night - last year's winners (the Fowlers, Rossers, Wilsons etc) will be setting the quiz. Helpers required for catering, setting up and clearing away. **ALL**
- 8.4). New years eve – Julia Johnson keen to organise an event similar to last year, but needs help (the Hopes and Greengrasses are not available this year). **ALL**

9). Any Other Business

- 9.1). Hall computer – problem now resolved.
- 9.2). BRCC Visit – the visit, to take place Tuesday 26th October, is expected to last 1 hour. DO to coordinate hospitality – presentation/handout, refreshments, chairs etc. BC and TA offered their help on the day. **DO/BC/TA**
- 9.3). VAT on hall repairs - DO will pass files over on the letters to/from our MP and the Treasury. **DO**

Next Meeting – 2nd November Biddenham Village Hall
(after AGM)

Signed (Chair) Date