

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at Biddenham Village Hall on 2nd November 2004

Present:

Richard Harris (Chairing the meeting in the absence of Ron Hope)	
Liz Watson (Treasurer)	Richard O'Quinn (Secretary)
David Watson (Technical Officer)	Barry Lowe (Assistant Secretary)
Terry Allen	Bridget Cristofoli
Richard Hall	Fiona Kraus
Camilla King (departing member)	Mary Stothard

At the AGM (immediately preceding the meeting): David Osborne resigned from the Committee; Camilla King, as the member nominated by the Toddlers Group, resigned and nominated her replacement Mary Stothard; all other existing Members stood for re-election; and Richard Hall was nominated as a new co-opted Member. All Members were duly voted in at the AGM. (List of Committee members attached – Appendix 1).

1). **Apologies for Absence**

Trisha Glanville, Ron Hope, Ken Johnston,

2). **Minutes of Last Meeting (7th September 2004)**

These were approved by the committee and were be signed by the Chair of that meeting (Richard Harris).

3). **Matters Arising (other than Agenda Items)**

There were no matters other than those on the Agenda.

4). **Treasurer's Report**

4.1). Balances – Natwest Bank Account: £1,119
CAF (Charities Aid Foundation) Account: £11,448

4.2). Financial Summary – The audited accounts (discussed at the September meeting) were distributed and discussed at the AGM.

Usage figures for 2003/04, compared to previous years, were circulated (see attached Appendix 2). No of hires, average hire value and total receipts were all up on the previous year.

4.3). Parish Council Grant – the £2,100 contribution towards the cost of resurfacing the car park has now been received from the PC.

4.4). Next Year's Budget – DW handed around a document detailing the major repairs to be considered for 2004/05 (attached – Appendix 3). The amount of c£3k to £3.25k was approved.

With regard to the cooker hood/fan DW to check whether legally one is required.

DW

- 4.5). Bank Signatory – ROQ to complete the necessary forms with the Bank. **ROQ**
- 4.6). Payment of Cleaner – currently the Cleaner is paid in cash for the services she provides. LW to ask BRCC for advice on the suitability of this arrangement. **LW**
- 4.7). Independent examiner – Agreed that the current independent examiner, Sian Rosser, be re-appointed. In conducting this years examination of the Accounts Sian suggested changing to cash accounting. **LW**
- 5). Policy and Administration**
- 5.1). Membership – As detailed above, membership of the Committee for the forthcoming year was voted at the AGM (see Appendix 1).
- 5.2). Archive project – Project now complete. Files on Public Entertainment Licence to be passed from ROQ to BL. **ROQ**
- 5.3). On-Line Booking system (www.biddenhamvillagehall.org.uk) – the new system is working quite well and is being used by the majority of users. However the delay between users viewing the site and sending in their booking is sometimes causing problems with double bookings. It was proposed and agreed that the site should be improved with a facility for users to email their intention to book. **LW/DW/TG**
- Furthermore it was proposed and agreed that the system should be improved further with a facility for users to make monthly bookings. **LW/DW/TG**
- It was also proposed and agreed that the site should have a section to publish (and archive) BVH documents (such as meeting minutes and the constitution). **LW/DW/TG**
- Expected cost of the 3 improvements is c£250. A more detailed costing will be obtained before proceeding with the work. **LW/DW/TG**
- DW to ensure that the old village site is closed down **DW**
- 5.4). Biddenham Bulletin – David Osborne has agreed to continue writing articles for the Bulletin. Next subject ideally to be on the Website. **ROQ**
- 5.5). Licensing Seminar – BL attended the recent seminar on the forthcoming changes to the Licensing laws. The options are for an On-Licence or a Premises License (replacing the Public Entertainment License). The problem with following the On-License approach is that we would need to appoint a Licensee who would have to be qualified, events would need to be supervised and BVHMC would be liable for any misuse.
- With a Premises License 12 events, where alcohol is sold, would be allowed per annum. The definition of an event relates to a group, i.e. the Biddenham Wine Club’s 3 or 4 uses in the year would account as one event. On that basis we believe that the Hall had 10 instances of alcohol being sold last year.
- So far we are unsure about the situation with Temporary License. Further “surgeries” are to be held by the Council.

It was suggested that a Sub-Committee be formed to progress this issue further. Possible candidates to be considered.

BL/DW

- 5.6). Disability Discrimination Act – An assessment of the facilities and conditions of the Village Hall in relation to this Act has been carried out by David Watson and a document circulated to the meeting (see attached - Appendix 4) The Committee thanked DW for a very thorough and well carried out review. In summary the Committee believes that our facility is most probably better than most with regard to compliance with this Act.

Agreed that the Hall should be assessed on an annual basis.

DW

- 5.7). Health & Safety – DW confirmed that there had been no incidences and there were no issues to report.

- 5.8). Walking of the Right of Way- DW confirmed that he walked the right of way around the perimeter of the building every quarter.

DW

6). Improvements, building & maintenance

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

DW

- 6.2). Wood wall panelling – included in next year's budget.

DW

- 6.2). Cooker extractor – included in next year's budget.

- 6.3). Hall heater – included in next year's budget.

DW

- 6.4). Hall cleaning – issue with floor being dirty when the Toddlers were using the Hall appears to have gone away.

7). Re-cycling

- 7.1). Recycling Officer – FK confirmed her acceptance of the role.

FK

FK had received a call from one lady in the village regarding the type of paper suitable. ROQ to pass a file of information picked up at the evening presentation held for other Village Halls.

ROQ

Publicity to be improved – posters, regular ads in the Biddenham Bulletin, Village notice boards, inclusion in Village welcome packs.

FK

The full use of six bins is currently being maintained. The need for a seventh to be regularly monitored.

DW/FK

Considerable interest was generated from other Village Halls on the recent BRCC visit.

- 7.2). St James School Posters – possibility to be reviewed as well as possible inclusion in the School newsletter.

FK/MS

Other bright ideas, for furthering the collection achievements, to be considered by all.

ALL

8). Social

- 8.1). Village lunch – after the success of the last Lunch another is planned for Sunday 23rd January with possibly a Sunday Roast organised by Maggie Gardner. LW
- 8.2). Coffee shop – LW to talk to Glynis Culverwell about promotion of the Coffee Shop. Suggestions will include reviewing coverage in the welcome pack and other ideas for cross promotion with other Village activities/groups LW
- 8.3). Quiz Night – the last quiz night was a great success and good fun for those who attended. From the entry price of £7.50, £296 profit was made. The Committee’s thanks go to LW for organising the event.
- 8.4). New Years Eve – The event is being coordinated by Maggie Gardner with people bringing both their own food and drink.

9). Any Other Business

- 9.1). Meeting Schedule – Next meeting to take place on 11th January, venue to be decided. Further dates to be discussed at the next meeting when we are clearer of Ron Hope’s availability.
- 9.2). Computer – BL asked if there was evidence of use of the Hall PC. DW believed that there was not a great deal of use. The cost of the computer and its connection to the Internet was continuing to be funded by the Borough Council.

Next Meeting – 11th January 2005 Venue to be decided

Signed (Chair) Date

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

2004/05 AGM

ELECTION OF MEMEBERS

To be effective from 2nd November 2004 until the 2005 AGM

NAME	OFFICE/ REPRESENTING
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ELECTED MEMBERS	
Ron Hope	Chair
Liz Watson	Treasurer
Richard O'Quinn	Secretary
Trisha Glanville	Booking Officer
David Watson	Technical Officer

REPRESENTATIVE MEMBERS	
Terry Allen	Parish Council
Bridget Cristofoli	Wives Group
Ken Johnston	Gardeners Club
Mary Stothard	Toddlers Group

CO-OPTED MEMBERS	
Barry Lowe	Assistant Secretary
Richard Harris	Assistant Secretary
Fiona Kraus	Re-cycling Officer

NEW MEMBER TO BE ELECTED	
Richard Hall	Co-opt

Biddenham Village Hall Annual Usage from September to September

		1997/8	1998/9	1999/0	2000/1	2001/2	2002/3	2003/4
Monday	a.m.	45	44	47	45	41	42	44
	p.m.	9	35	34	30	36	37	31
	eve	34	34	34	30	30	29	35
Tuesday	a.m.	13	36	14	12	12	12	14
	p.m.	3	29	15	16	2	3	24
	eve	17	23	20	24	21	18	24
Wednesday.	a.m	5	33	4	1	7	23	42
	p.m.	30	21	30	37	26	25	22
	eve	19	25	19	18	16	14	37
Thursday	a.m.	50	50	51	52	52	49	50
	p.m.	17	34	14	17	18	15	9
	eve	49	48	52	51	51	50	50
Friday	a.m.	1	30	44	41	24	43	48
	p.m.	9	9	11	8	17	33	35
	eve	24	31	29	24	11	10	11
Saturday	a.m.	11	9	12	14	14	41	42
	p.m.	31	27	27	26	28	29	33
	eve	24	30	29	25	25	31	31
Sunday	a.m.	2	2	10	5	8	1	7
	p.m.	25	22	29	26	32	28	34
	eve	48	45	19	6	1	4	4
Total		466	617	544	508	472	* 537	*627
Hire receipts		£6,377	£7,770	£6,993	£7,564	£7,505	* £ 8,769	*£10,787
Average/ hire	£	13.68	£ 12.59	£ 12.85	£ 14.88	£ 15.90	* £16.32	*£17.20

Hire rate increase in Jan 2001& May 04

* Ex School Lunches

BIDDENHAM VILLAGE HALL

2004/2005 MAJOR REPAIRS

	COST	NOTE
	<u>£</u>	
Replace rotten window in porch with double glazed unit	375	(1)
Fit new wainscoting (light wood) over existing wood in main hall	1600	(2)
Electrical work (list below)	495	(3)
Flush system in gents toilet	60-150	(4)
Repair gas heater in entrance hall	200	(5)
Contingency for cooker hood	325-430	(6)
<u>TOTAL</u>	<u>3055-3250</u>	

Notes

- (1) Quote from Mike Adair.
- (2) Quote from Mike Adair. (Materials could be cheaper when ordered)
- (3) Quote from Steve Roots
- (4) £60-£150 depending on type
- (5) Requires replacement thermostat and speed control
- (6) 9"-12" fan if required

Electrical work:

- External switch for porch light
- Check kitchen wiring (additional cost if work required)
- Emergency light for stairs
- Emergency light for JW emergency exit
- New RCD sockets in main hall
- Move/replace cables in hall (up to £200)

BIDDENHAM VILLAGE HALL
DISABILITY DISCRIMINATION ACT

Act requires all service providers (us) to make “reasonable adjustments” to “physical features” to overcome barriers to access for disabled people.

“Physical Features” include:

- Steps/stairways
- Kerbs, exterior surfaces and paving
- Parking areas
- Building exits and entrances (including emergency exits)
- Toilet and washing facilities
- Public facilities (eg counters)
- Lighting and ventilation

There is no definition of “reasonable adjustments”, but what is reasonable will depend on our resources, the practicality of making any changes, the cost and what has already been done.

It should be noted that no-one just drops in to the hall (unlike e.g. a shop), and that therefore it is very unlikely that we will ever have unaccompanied disabled visitors.

VILLAGE HALL ASSESSMENT

For those with physical disabilities.

Stairs—a barrier, but upstairs is never used on its own. Not practical to install lift, plus prohibitive cost-- **no action**

Kerbs, exterior surfaces and paving—**OK**

Parking areas—**OK** but should we consider disabled parking bays near the front door?

Entrances/Exits

- **Main entrance**—**OK** (already altered).
- **Entrance to hall**—**OK**.
- **Kitchen**—difficult to open (strong springs required for fire regulations)—**no action**.
- **Emergency exits**—**to car park--OK—no action**
To J Wagstaff garden –6 inch step could be difficult to negotiate. Solution would be a ramp, but it may not be feasible to install one. Two other exits available—**no action**

Toilets—already altered—**OK—no action**

Public Facilities—**Kitchen** work surfaces/cooker too high. Prohibitively expensive to alter--no **action**.

Serving counter too high??. Costly to alter and good alternative means of serving--no **action**

Heating and Lighting--controls too high. Deliberate for gas heaters to avoid children turning them on. For lighting controls, see comments re likely occupancy above--**no action**

Facilities for the deaf—induction loop installed—**no action**

Facilities for the blind—nothing specific, but see comments re likely occupancy above—**no action**