

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at Biddenham Village Hall on Tuesday 1st March 2005

Present:

Ron Hope(Chair)	Liz Watson (Treasurer)
David Watson (Technical Officer)	Richard O'Quinn (Secretary)
Trisha Glanville (Bookings Officer)	Barry Lowe (Assistant Secretary)
Richard Harris (Asst Secretary)	Fiona Kraus (Re-cycling Officer)
Terry Allen	Bridget Cristofoli
Mary Stothard	

1). **Apologies for Absence**

Richard Hall, Ken Johnston

2). **Minutes of Last Meeting (11th January 2005)**

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

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

3.1). Insurance – LW/RHar confirmed that the premium has been paid and certificate is on display in the Hall.

3.2) Toddlers Group – MS confirmed that the members of the group had been briefed on the importance of safety procedures when users suspect they can smell gas.

CO detectors – DW reported that monitoring the whole premises would be too costly (c£3k).

4). **Treasurer's Report**

4.1). Balances – Natwest Bank Account: £2,224
CAF (Charities Aid Foundation) Account: £10,060.

4.2). Financial summary – a summary report (from Microsoft Money) was handed around for inspection.

4.3). Payment of Cleaner – LW has now received documents from the Inland Revenue to enable us to deduct Tax from the Cleaner's pay. By paying the tax on-line we will save £250.

Due to the increased work being carried out by the Cleaner as a result of the increased level of bookings, it was agreed that the Cleaner's pay should be increased from £220 to around £300 per month. LW to discuss with the Cleaner.

LW

4.4). Hire Charges – A review of hire charges should be undertaken, looking at costs and the different levels of charges. LW/TG to prepare proposals.

LW/TG

5). Policy and Administration

- 5.1). Signing of Deed of Understanding – This has now been signed by all members.
- 5.2). Succession – The uncertainty over Ron Hope’s residency combined with his work commitments prompted discussion regarding his position as Chair. The Committee agreed that Ron Hope should continue as Chair.

To spread the responsibility and to help with succession planning it was agreed that we should seek to appoint a Vice Chair (consistent with our constitution). Members of the Committee to invite volunteers for the position.

ALL

- 5.3). Bookings cover during TG Holiday – TG to brief MS and BC

MS/BC/TG/LW

- 5.4). Biddenham Bulletin – Next article to cover the Licensing Law change and communication of BVHMC’s application. Article also to be circulated separately to Residents of close to the Hall.

ROQ/RHarr

- 5.5). Licensing Law changes – BL confirmed that our Public Entertainment Licence (the existing Law) renewal had been completed.

A sub committee (RHo, DW, ROQ, BL, TG, TA) met prior to the meeting to agree proposals to be made to the full committee. The sub-committee proposed that BVH should include the sale of Alcohol in its Licence application with DW volunteering to become the Premises Supervisor. DW would take on this role on the basis that his personal application to be a Licensee would be possible without the need for acquiring a qualification.

Should this approach be possible the Committee agreed that Hiring Policy for the Hall would not change and this move would not, in its own right, lead to an increase in the consumption of alcohol or a change in the types of hiring. As Premises Supervisor DW will only grant permission to sell alcohol to Village functions where the people involved are known well to the Committee. Other users of the Hall would be required to apply for a TEN (Temporary Event Notice) should they wish to sell Alcohol.

The Hire Agreement and application process would need to be changed to make it a condition of hirers to notify us and gain agreement for applying for a TEN. This is necessary given the various limits applied to TENS. Furthermore the nature of existing bookings would need to be investigated.

The above approach was agreed in principle. ROQ to check out the practicality of the approach with the Borough Council.

ROQ

- 5.6). Health & Safety – following on from the “Annual Inspection of the Accident Book” which took place at the January meeting, DW confirmed that the Book continued to be checked by him on a regular basis and any incidents brought to meetings. Accordingly DW reported that no incidents had been recorded in the Accident Book since last meeting. DW

DW advised that he would investigate when the next inspections would need to be carried out for Gas, Fire and Electrics. He would also arrange for the annual safety inspection usually carried out by John Miller. DW

- 5.7). Defibrillator – LW still considering the possibility of acquiring a Defibrillator (possibly in conjunction with the Three Tuns). The practicality of having one was discussed including whether it could effectively be used by a non-medic. LW informed the meeting that great advances have been made with modern Defibrillators, designed to be used by untrained people. LW

- 5.8). Documents on the Website – ROQ reported that David Osborne was having problems with downloading minutes onto his PC. ROQ/RHall to investigate further. ROQ/RHall

6). Improvements, building & maintenance

- 6.1). Cooker extractor – DW reported on his investigations regarding the need for a cooker extractor. Referring to guidance notes and the installer of the cooker, DW has been advised that the kitchen is safe without the need for an extractor. However to be sure DW will contact the cooker manufacturer and also consider the merits of a CO monitor. DW

- 6.2). Wall Panelling – this has now been completed and only slightly over the budget of £1,600. The committee all agreed what a positive change the lighter panelling made to the Hall.

- 6.3). Summer Clean – to be discussed at next meeting.

- 6.4). Other works – a new window has been installed in the porch and the Gents toilet flush system has been rectified and at a cost c£100 below budget.

- 6.5). Possible new improvements – having now completed the new wall panelling the committee agreed that the curtains were now looking tired and that in comparison the ceiling was now dark. These items to be considered in future.

7). Re-cycling

- 7.1). Performance update - £655 re-cycling credit has been received from the Council. We are consistently filling 6 bins (although only 5 were filled during half term week) with no indication of requiring a seventh bin at this stage.

Collection figures chart to be updated regularly. FK

7.2). Publicity – Biddenham Bulletin article to be published every 6 months, or so, detailing the money received. Notice also to be placed on the door of store.

FK

8). Social

8.1). Village lunch – agreed that the next lunch should take place in September, once everybody has returned from summer holidays.

LW

9). Any Other Business

9.1. Yarl's Wood – ROQ reported that no response had been received following our letter to the County Council.

9.2). New booking – Bookings have been taken for Ceroc (Jive dancing workshops twice a month on Sundays. Willingness to take further bookings to be considered at July meeting

LW/TG

9.3). Meeting schedule:

3 rd May	Biddenham Village Hall
5 th July	Venue to be decided
6 th September	Venue to be decided
1 st November	Biddenham Village Hall (after AGM)

Next Meeting – 3rd May 2005 Biddenham Village Hall

Signed (Chair) Date