

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at Biddenham Village Hall on Tuesday 3rd May 2005

Present:

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

1). Apologies for Absence

Ron Hope, Barry Lowe

2). Minutes of Last Meeting (1st March 2005)

These were approved by the committee and will be signed by the Chair of that meeting (Ron Hope) in due course.

3). Matters Arising (other than Agenda Items)

- 3.1). Appreciation was expressed by Tricia Glanville for the excellent job carried out by MS and BC, running the bookings during Tricia's extended holiday.

4). Treasurer's Report

- 4.1). Balances – Natwest Bank Account: £1,211
CAF (Charities Aid Foundation) Account: £10,174.
- 4.2). Financial summary – a summary account was circulated for the Committee to inspect.
- 4.3). Rate demand – This year the council decided to remove the, previously received, discretionary 20% rate relief – worth more than £500 for this rateable year – on the basis of the Village Hall Accounts showing significant funds. After consulting Sue Norman at the BRCC LW challenged the Council on the basis that the level of reserves was necessary. The challenge proved successful and the Council has reinstated the discretionary rate relief until March 2008.
- 4.4). Payment of Cleaner – LW confirmed that tax was now being paid through the Inland Revenue website (using the website thereby saving £250). LW confirmed that due to increased workload the Cleaner's pay was increased to £300 per month.
- 4.5). Hire Charges – The possibility of increasing charges was discussed. As the charges were increased only a year ago the Committee decided that the charges should be considered for increase every other year. The matter will be discussed at the January 2006 meeting with a view to agreeing changes at the March 2006 meeting for possible implementation from May 2006.

TG/LW

4.6). Hire charge for summer play scheme – Again this August the Borough Council will be running a summer play scheme. This year, however, the scheme will be running for 8 mornings rather than 4. Previously no charge was made for the hire. The Committee agreed that no charge would be applied in spite of the increased bookings because of the significant benefit provided to Villagers. Although no charge will be applied, the Council will still be required to sign a Hire Agreement.

LW/TG

4.7). Use of toys by Hirers – the toys stored in the cupboard do not belong to the Village Hall but belong to the Toddlers Group. Hirers are advised of this fact. Hirers who wish to use the toys are directed to the Toddlers Group.

RHarr to review issues with liability and whether the Hire Agreement should be revised. ROQ to pass appropriate files to RHarr.

**RHarr
ROQ**

5). Policy and Administration

5.1). Succession/Vice Chair – To spread the responsibility and to help with succession planning it was agreed that we should appoint a Vice Chair (consistent with our constitution). Richard Hall confirmed his willingness to be considered. RHarr proposed RHall's nomination, DW seconded. The Committee agreed unanimously to appoint Richard Hall as Vice Chair.

As RHall is now one of the appointed Officers of the Committee a vacancy exists for a co-opted member. A number of the Committee believed that John Greengrass could be interested in joining. The Committee agreed that John would be a very good addition and RHarr will invite John to join.

RHarr

5.2). Licensing Law Changes – ROQ/DW updated the meeting on the progress with the application for transferring the Public Entertainment License to the new Premises License.

DW confirmed that he would continue with the plan for DW to become a Personal License holder and to be the nominated Premises Supervisor as agreed at the March meeting (see previous minutes for more detail) in spite of the need to obtain a Licensing Qualification. It was agreed that the cost of the training (£164.50) and License fee (£37) would be paid by BVH. DW also hoped that his CRB carried out by the Prince's Trust could be used for this application.

DW

ROQ had contacted the Council and cleared with them that it was preferable for both applications (the Hall Premises Licence and DW's Personal Licence) to be made together and that the key deadline is for the applications to be received before 6th August 2005. New instruction had also been received from the Council – a necessity given the unclear nature of the forms and original, instructions. ROQ/BL to complete application.

ROQ/BL

As agreed at the previous meeting an article will be prepared for the Biddenham Bulletin and a letter will be sent to nearby residents.

**ROQ/BL
/DW**

- 5.3). Biddenham Bulletin – After the Licensing article it was suggested that an article could cover the new wall panelling.
- 5.4). Health & Safety – DW reported that he found evidence of burnt paper in the paper store, at top of one of the bins. Fire service did not visit for an inspection and the Police have been advised and agreed to check on the store periodically.
- DW reported that no accidents have been recorded in the Accident Book.
- 5.5). Safety Inspections - DW reported on the quarterly checks and confirmed that Gas and Electric checks were OK. Fire Extinguisher check will be carried out in May. DW has not had any contact from the Fire Service, but the last time they inspected that did advise that future checks may be less frequent than annual. DW to ask John Miller to carry out the annual independent inspection. **DW**
- 5.6). Website – The transcript of the Constitution (typed up by MS) to be checked and published on the website **MS/RHall**
- 5.7). Charity Commission Return – ROQ circulated copies of the latest Return for members to check and confirm personal details and for each member to be satisfied with the content of the Return. ROQ requested that any queries be raised during the next week as he planned to submit the Return by the middle of May. **ALL**
- 6). Improvements, building & maintenance**
- 6.1). Cooker extractor – DW consulted the cooker repair man on the regulatory need for an extractor. The repairer advised that if the cooker was installed now an extractor would be required but as it has been installed some time one was not mandatory. DW to double-check with the cooker manufacturer. **DW**
- 6.2). Summer Clean – work plan includes clearing out the cupboard, coating the new panelling, repairing the flower bed wall outside. Dates to be advised. **LW/DW**
- Agreed that as the curtains had never been cleaned that this should be carried out at a cost of £20 a pair. **LW/DW**
- 7). Re-cycling**
- 7.1). Performance update – FK confirmed that we are consistently filling 6 bins every 2 weeks and without any overflow.
- 7.2). Publicity – agreed that a “thank you” detailing monies raised should be prepared for notice boards and a future Biddenham Bulletin. **FK**

8). Social

- 8.1). Village Lunch – next date will be 11th September. Part of the publicity will be a request for help with transport for those in need. **LW**

9). Any Other Business

- 9.1. Biddenham Show – FK reported that Paul Sanderson had declared an interest from the Show Committee for a Show Supper as suggested by BVHMC in 2004 but would not be able to be involved in arranging such an event. The Committee discussed the idea and length and decided to progress it no further. FK to advise Paul Sanderson. **FK**

However the Committee did agree that a better way of supporting the Show would be to run a stand and to help raise funds for the Show. It was agreed that we should propose a re-cycling stand (possibly running a competition to guess the contents of one of the paper bins) which could raise funds for the Show but also would promote re-cycling and improve the future performance of the BVH paper collection. FK to approach the Show Committee and volunteers would be needed on the day (TG, MS, ROQ are possibles) **FK**

Another suggestion was the BVH could sponsor an art prize.

- 9.2). Biddenham Trust – TA confirmed that the Parish Council would soon be transferring the remaining amount of money in the Trust to BVH funds.
- 9.3). PC – DW to ask Micky Litchfield to resolve problems with the PC. **DW**
- 9.4). Meeting schedule:

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

Next Meeting – 5th July 2005 Venue to be decided

Signed (Chair) Date