

## BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

### Minutes of Meeting held at Biddenham Village Hall on Tuesday 5<sup>th</sup> July 2005

#### Present:

Ron Hope (Chair)	Richard Hall (Vice Chair)
Liz Watson (Treasurer)	Richard O'Quinn (Secretary)
David Watson (Technical Officer)	Trisha Glanville (Bookings Officer)
Richard Harris	Terry Allen
Bridget Cristofoli	Fiona Kraus (part)

#### 1). **Apologies for Absence**

Ken Johnston, Barry Lowe, Mary Stothard

#### 2). **Minutes of Last Meeting (3rd May 2005)**

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

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

#### 4). **Treasurer's Report**

- 4.1). Balances – Natwest Bank Account: £1,151  
CAF (Charities Aid Foundation) Account: £10,280.

The Committee discussed the level of BVH Reserves and agreed that £10k or just under remained as the ideal level – enough to cover major unexpected repairs and not too high to be regarded as excessive. ROQ confirmed that this year's Charities Return had a question regarding Reserves and whether the Charity had a policy regarding the Reserve. Reserve to be considered and the policy to be formally agreed at the September meeting when Budgets are to be discussed.

LW/DW

- 4.2). Financial summary – a summary account was circulated for the Committee to inspect.

- 4.3). Charges for glass hire – sets of glasses were purchased (agreed by the Committee since the last meeting) at a cost c£160. Agreed that a £5 charge would be made for the use of the glasses, similar to the charge made for use of cutlery. Details to be added to Hire Agreement including the requirement of users to clean the glasses after use. At this stage it was decided against including penalties for failure to wash the glasses thoroughly. This to be reviewed should problems occur.

TG/LW

Charges for alcohol licence – it was decided that a charge of £15 would be made for Hirers who we allow to sell alcohol under the Hall's new Premises Licence (should the application to sell alcohol be granted). This amount seemed fair compared to the cost (£23) and effort of applying for a Temporary Event Notice. It also seemed reasonable compared to cost (£10) and effort under the previous arrangement for applying for a Licence from Magistrates. To be added to the Hire Agreement when appropriate.

TG/LW

**5). Policy and Administration**

- 5.1). New Committee Member – the hope that John Greengrass may be interested in joining the Committee proved to be no more than a hope.

Ron Hope (Chairman) announced at the meeting that he planned to stand down as Chairman at the AGM in November. Ron felt that given the travel requirements of his job he could not continue in the position of Chair. The Committee expressed their regret, but fully understood the decision.

Given the above, recruiting a new Member has become even more important. The Committee to spread the word to help recruitment. David Osborne to be briefed to prepare an article for Biddenham Bulletin seeking volunteers to join the Committee.

**ALL  
ROQ**

- 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, the application to sell alcohol and DW's application to be a Licensee and the designated Premises Supervisor.

DW advised the meeting that he passed the qualification required to become a Licensee. DW believed that the Council were now obliged to grant him a Licence subject to a satisfactory CRB (Criminal Records Bureau) check and no objection from the Police.

DW confirmed that letters regarding the plans to apply for an alcohol licence were distributed to close neighbours of the Hall and the Parish Council. Feedback from both agreed that the plans were sensible and no negative feedback has been received. An article was also published in the Biddenham Bulletin.

ROQ advised that we (ROQ, BL and DW) now had a good understanding of the application process, that the forms were now mostly completed and expected to submit the application very shortly. The final stages of the process being to combine the Hall application with DW's personal application and to ensure we advertise the application correctly, to include placing an advert in the Times and Citizen.

**ROQ/BL  
/DW**

The meeting agreed that the hours for the application to sell alcohol would be from 11am until 30 minutes before the normal closing time. Therefore the application would be for 11am to 11.30pm Monday to Saturday, 11am to 9.30pm Sunday and 11am to 12.30am on New Years Eve.

DW will draft a note which will be issued to Hirers, to whom we grant permission to sell alcohol under the Hall Licence, laying down the Licensing regulations and the Hirer's responsibilities.

**DW**

- 5.3). Biddenham Bulletin – In addition to the article inviting new Members to join the Committee, it was agreed that the planned article regarding the website should be prepared.

**ROQ**

- 5.4). Health & Safety – DW reported that there had been no Health and Safety incidents to report since the last meeting

- 5.5). Safety Inspections - DW reported on the electrical check that has been carried out at a cost of £395. Some remedial work has been advised and DW is awaiting quotes.
- Previously electrical checks have been carried out every 5 years but the Electrician who carried out the recent check advised that as a public building we are required to have electrical checks carried out every year. DW to check this with Sue Norman at BRCC, TA to check with PC re the Pavilion. **DW  
TA**
- DW to enquire if John Miller is happy to carry out the annual independent inspection. **DW**
- 5.6). Fire Extinguisher – DW reported that these were checked recently and as they were 10 years old they were replaced at a cost of £400. The Fire Blanket would need replacing next year.
- 5.7). Website – the planned work to improve the structure of the Website – to allow publishing of other documents (like the constitution) and introduce other new sections to the site – was discussed and agreed to go ahead, costs to be in line with the approved Annual Budget. **LW**
- 5.8). Hire Agreement – TG reported that she has redrafted the Agreement to make it more user-friendly and that the website booking arrangement was now well accepted by Hirers and was making a positive difference.
- TG and LW also proposed that we stop taking deposits from hirers as this would ease the workload on both TG and LW – this was agreed. **TG/LW**
- The agreement also needs to be revised to include the forthcoming changes to the Licensing and the issue regarding the Toddlers Group equipment (discussed at the last meeting). It was also agreed that the Agreement should be reviewed (again) in comparison to the model agreement issued by BRCC. **RHarr**
- 6). Improvements, building & maintenance**
- 6.1). Cooker extractor – to be carried over **DW**
- 6.2). Summer Clean – to take place 13<sup>th</sup>/14<sup>th</sup> August. Helpers to advise LW/DW of their availability **ALL**
- 6.3). Curtains – LW confirmed that the smaller curtains have been cleaned (at a cost of £80). LW to investigate the cost and practicality of cleaning the large curtain between the main hall and annexe. **LW**
- 6.4). Glasses – see 4.3 above.
- 6.5). Gents toilets – DW reported that the flush system had now been replaced and works well.
- 7). Re-cycling**
- 7.1). Performance update – FK confirmed that collections are remaining stable and we consistently fill 6 bins every 2 weeks.

- 7.2). Publicity – next key publicity opportunity is the Biddenham Show
- 7.3). Biddenham Show – FK confirmed the plans to have a stand at the Show to promote paper recycling. One of the recycling bins to be used with some form of competition. Those willing to help with planning, preparing the display and attending on the day to advise FK.

**ALL**

**8). Social**

- 8.1). Village Lunch – next date will be 11<sup>th</sup> September.
- 8.2). Quiz Night – the likely date is 8<sup>th</sup> October with the quizmasters (last year's winners) confirmed as available.

**9). Any Other Business**

- 9.1). PC – DW to ask Micky Litchfield if he could resolve problems with the PC.
- 9.2). Car park – the use of the car park by neighbours was discussed and the Committee believed that this was not causing any inconvenience. However the situation will be monitored.
- 9.3). Problem party booking – the Committee discussed the recent use of the Hall for a family party (a 21<sup>st</sup> party but believed to be largely attended by family members not just 21 year olds) where significant disruption was caused to neighbours. Following DW's letter to the Hirer, we have received a letter of apology.

**DW**

The Committee agreed that the rule of no hiring of the Hall for parties for 12 to 25 year olds should stand. It was also suggested that the Hire Agreement should include a declaration to be signed by hirers to that effect.

**TG/RHarr**

Meeting schedule:

6 <sup>th</sup> September	Venue to be decided
1 <sup>st</sup> November	Biddenham Village Hall (after AGM)

**Next Meeting – 6th September 2005      Venue to be decided**

Signed ..... (Chair)      Date .....