

## BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

### Minutes of Meeting held at 4 Observer Close on Tuesday 6<sup>th</sup> September 2005

**Present:**

Ron Hope (Chair)	Richard Hall (Vice Chair)
Liz Watson (Treasurer)	Richard O'Quinn (Secretary)
David Watson (Technical Officer)	Trisha Yates (Bookings Officer) (part)
Barry Lowe (Asst Sec)	Bridget Cristofoli
Ken Johnston	

**1). Apologies for Absence**

Terry Allen, Richard Harris, Fiona Kraus, Mary Stothard

**2). Minutes of Last Meeting (5<sup>th</sup> July 2005)**

These were approved by the committee and were signed by the Chair of that meeting (Ron Hope).

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

There were no matters arising apart from those on the Agenda.

**4). Treasurer's Report**

4.1). Balances – Natwest Bank Account: £2,347  
CAF (Charities Aid Foundation) Account: £10,280.

4.2)/4.3). Financial summary/end of year accounts/Hall usage – LW circulated the Accounts for year ending 31<sup>st</sup> August 2005 and a summary of Hall Usage (attached).

Hire receipts were slightly down on the previous year due to the finishing of the bookings from the Keep Fit class and lower bookings for Saturday evenings. Generally other times were similar to the previous year. It was suggested that the drop in Saturday evenings may be as a result of less bookings from outside the village, because of the higher rates for non-villagers.

The Committee agreed that the current level of bookings remained satisfactory and because of the need to minimise noise nuisance that no action would be taken to attract more bookings.

On the Income side all other sources were higher than the previous year – namely Interest, Sale of Newsprint, Recycling Credit and Profit from Social Functions.

On the Costs side, Maintenance and Repairs were higher than previous year because of an increase in the Cleaners pay, electrical repairs, new gas heater, and other numerous repairs carried out during the year. Conversely considerably less was spent on Improvements (panelling and lighting). Less was also spent on Stationery and Postage whilst the increase in Miscellaneous was due to the costs of the Premises License application.

- 4.4). Next year's Budget – DW circulated a Budget (attached). Only 2 major repairs are anticipated for next year – repairs to the fixed wiring (estimated at £350) and repair/replacement of the entrance hall heater (estimated to range from £160 for repair to £1,400 for replacement). DW to explore other alternatives for the entrance hall heating **DW**

DW also proposed a "Wish List". Firstly, to re-varnish the Hall floor (carried out twice in the last 8 years – once done professionally at a cost of £1,500 which proved to be long lasting and once done by DW/volunteers costing £200 but not as long lasting). Agreed that this could be considered during one of the half term holidays. **DW**

Secondly to replace the outer entrance doors with a more secure units. DW to obtain a quote. **DW**

**LW/DW**

All of the above to be proposed at the forthcoming AGM.

- 4.5). Reserve policy – further to the discussions at the July meeting it was agreed that a policy should be proposed at the forthcoming AGM based on a reserve to cover the costs of planned improvements plus c£10k for unforeseen major repairs. **ROQ**

## **5). Policy and Administration**

- 5.1). New Chair – following Ron Hope's decision to stand down as Chair, Richard Hall to discuss further with Ron Hope **RHope/RHall**

- 5.2). Licensing Law changes – ROQ and DW confirmed that both the Premises Licence and DW's Personal Licence applications had been submitted. ROQ advised that letters had been received back from the various authorities that had to be copied on the application and that a receipt for the application fee had been received from the Council. ROQ also advised that the advertisement, as required by the application process, did run in the Times and Citizen (at a cost of £116.33).

We await the results of the application.

- 5.3). Biddenham Bulletin – next article to promote the AGM. **ROQ**

- 5.4). Health & Safety – DW reported that the "Musical Minnies" reported a smell of gas and consequently cancelled their session. DW applauded their following of the correct procedures. A gas leak was proven and the offending appliance has been turned off as we await a repair.

5.5). Safety inspections – with regard to electrical testing, DW confirmed (from a conversation with TA) that the Parish Council believed that testing needed to be carried out every 5 years unless an alternative frequency was required as part of the Public Entertainment Licence. DW to double-check with Sue Norman at the BRCC. **DW**

DW to enquire if John Miller is happy to carry out the annual independent inspection. **DW**

5.6). Website – Quote for additional work had not yet been received from James Gardner. **LW**

5.7). Hire Agreement – ROQ advised that a new model agreement was now available from BRCC. It was agreed that one would be obtained. **ROQ**

ROQ also advised that an article in the BRCC News Sheet discussed good practice with confirming bookings and taking regular bookings from commercial organisations.

Model Agreement and the BRCC article to be considered in the current review of our agreement. **RHarr/TY**

## **6). Improvements, building & maintenance**

6.1). Summer clean (13/14 August) – the weekend proved to be “fantastic” with a lot of good work achieved. Many thanks go to the Sanger’s, Pete Marks, Mary Johnston and the Hall family.

## **7). Re-cycling**

7.1). Performance update – collections continue to maintained at the usual rate

7.2). Publicity – it was suggested that small advertisements should be placed in the Biddenham Bulletin, in addition to the periodic articles. **ROQ/FK**

7.3). Biddenham Show – the stand at the Biddenham Show proved to be successful with a fair proportion of visitors to the stand either being unaware of the collection scheme and/or agreeing to bring their papers in the future.

ROQ and FK felt that a repeating of the stand should be considered for next year. **FK**

## **8). Social**

8.1). Village Hall Lunch (11<sup>th</sup> September) – lots of help was requested (many hands make light work). A number of members confirmed their willingness and availability.

8.2). Quiz Night (8<sup>th</sup> October) – again help would be required before and on the day. ROQ to run a small Bar (with the help of Trish’s husband, Chris) **ALL ROQ**

**9). Any Other Business**

9.1). Circulation of Newsletters etc – ROQ apologised for a back log of publications which were now just going into circulation. ROQ also reminded members to read and pass on with minimal delay.

**ALL**

9.2). AGM – to take place at 8pm on 1<sup>st</sup> November in the Village Hall. Meeting to be publicised.

**ROQ**

Various reports to be prepared.

**RHope/LW/  
ROQ/DW**

**Next Meeting – 1st November 2005      BVH (after AGM)**

Signed ..... (Chair)      Date .....

<b>Biddenham Village Hall</b>						
<b>Accounts for the Years ended 31 August</b>						
	2005	2004	2003	2002	2001	
<b>INCOME</b>						
Hire receipts	£10,644.75	£11,272.11	£9,219.00	£7,505.00	£7,564.60	
Interest	£403.40	£259.69	£457.44	£603.04	£771.39	
Newsprint sale	£252.12	£196.68	£224.52	£226.80	£239.69	
Profit from Social Functions	£571.70	£290.85	£326.60	£641.29	£570.05	
Miscellaneous Donation	£100.00	£50.00	£333.39	£7.85	£200.00	
Grants		£2,000.00	£6,842.00	£5,431.55		
Recycling credit	£1,260.16	£1,133.44	£615.68			
Total	£13,232.13	£15,202.77	£18,018.63	£14,415.53	£9,345.73	
<b>EXPENDITURE</b>						
Maintenance	£4,054.40	£2,885.08	£2,760.75	£2,392.87	£2,463.09	
Heating and light	£1,151.50	£1,129.00	£980.00	£795.50	£738.00	
Water	£380.00	£296.00	£216.00	£204.00	£204.00	
Insurance	£1,378.68	£1,277.88	£1,135.17	£904.11	£842.78	
Repairs	£1,966.76	£863.75	£2,750.09	£1,368.10	£1,357.80	
Performing rights	£133.39	£108.32	£98.39	£98.39	£81.08	
Postage, telephone and stationery	£109.06	£425.55	£264.05	£417.84	£316.52	
Miscellaneous	£507.83	£397.73	£86.40	£216.45	£2,426.13	
Improvements	£2,510.75	£6,934.53	£15,875.68	£6,018.80		
Advertising & web site	£355.00	£403.10	£95.01	£144.06		
Bank Charges	£30.20	£0.20	£0.60			
Total	£12,577.57	£14,721.14	£24,262.14	£12,560.12	£8,429.40	
<b>SURPLUS/DEFICIT</b>	<b>£654.56</b>	<b>£481.63</b>	<b>-£6,243.51</b>	<b>£1,855.41</b>	<b>£916.33</b>	

### BVH Annual Usage from September to September

	2003/4	2004/5
Monday a.m.	44	11
p.m.	31	32
eve	35	35
Tuesday a.m.	14	12
p.m.	24	34
Eve	24	31
Wednesday a.m.	42	38
p.m.	22	30
Eve	37	36
Thursday a.m.	50	50
p.m.	9	4
Eve	50	50
Friday a.m.	48	48
P.m.	35	34
Eve	11	7
Saturday a.m.	42	36
p.m.	33	32
eve	31	21
Sunday a.m.	7	30
p.m.	34	37
eve	4	5
<b>Total</b>	<b>627</b>	<b>613</b>
<b>Hire receipts</b>	<b>£10,787</b>	<b>£10,645</b>
<b>Average hire</b>	<b>£17.20</b>	<b>£17.35</b>

Hire increase May 2004

# BIDDENHAM VILLAGE HALL

## 2005/2006 MAJOR REPAIRS

	£	Note
Repairs to fixed wiring	350	1
Repair/replace entrance heater	160-1400	2
Total	<u>510-1750</u>	

### Notes

- 1 KRB quote, work completed 5/9
- 2 N Cullip estimate

### Wish list

Replace outer entrance doors  
Reseal floor-last done 7/02 (by us, cost £200), and 98 (cost £1500 including sanding upstairs)