

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

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

Present:

Richard Hall (Chair)	Liz Watson (Treasurer)
Richard O'Quinn (Secretary)	David Watson (Technical Officer)
Richard Harris (Asst Sec)	Terry Allen
Ken Johnston	Fiona Kraus

In Attendance part of the time – Ron Hope (retiring previous Chair)

1). Apologies for Absence

Bridget Cristofoli, Barry Lowe, Mary Stothard Trisha Yates

Signing of Deed of Understanding

This was signed by all Members present. Remaining signatures to be obtained

ROQ

2). Minutes of Last Meeting (6th September 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: £2,271
CAF (Charities Aid Foundation) Account: £10,386.

LW to review balances and if appropriate transfer funds from Natwest to CAF

LW

Financial books were not available at the meeting as they were currently being reviewed as part of the annual audit.

- 4.2). Next year's Budget – a Budget was circulated. Expenditure of c£1.8k would leave a surplus, over and above normal Reserves, of c£3.3k. As the year progresses the Committee will consider further improvements that might be undertaken, for example improvements to Insulation.
- 4.3). Reserve policy – the policy discussed at previous meeting was formally presented at the AGM and adopted (see attached)

5). Policy and Administration

- 5.1). Committee membership – following the departure of Ron Hope as Chair and the appointment of Richard Hall (previously Vice Chair) as the new Chair, the Committee agreed that we should continue to have a position of Vice Chair.

To continue the process of sharing the workload across the Committee and to provide better holiday cover, it was agreed that we should look to assign responsibilities to assist the Technical Officer and Bookings Officer. The Committee agreed to appoint a Deputy Technical Officer and Deputy Bookings Officer, either from the existing Committee Membership or possible new members.

“Your Village Hall Needs You” advertisement to be placed in Biddenham Bulletin.

ROQ

John Greengrass to be re-approached about the possibility of joining the Committee.

**Ron Hope/DW/
RHarr/ROQ**

- 5.2). Meeting schedule 2006 – meetings were agreed: and appear at the end of these Minutes.

- 5.3). Licensing Law changes – The change in the law comes into force on 24th November. DW has been advised that his Licence should be arriving in early November. ROQ had already received a letter confirming that the Licence had been granted but was still awaiting the final paperwork.

It was reported that some Hirers were shocked at the £15 charge for the sale of Alcohol under the Hall Licence. The Committee remained committed to the figure given the alternative for Hirers – to apply for a Temporary Event Notice at a cost of £23 – would cost them more and involve more effort.

- 5.4). Biddenham Bulletin – Agreed that, apart from the proposed “advertisement” (see 5.1 above) the next article should be about recycling to appear at the end of January issue. Article to include the items that can be placed in the Bins – including Christmas Cards.

ROQ/FK

- 5.5). Health & safety – no accidents have been recorded since the last meeting. In fact the last reported incident occurred over a year ago.

DW reported that all the quarterly checks were OK.

Re the required frequency of electrical testing, DW reported that Sue Norman (BRCC) and the Institute of Electrical Engineers advised that testing is required every 5 years. This advice confirms our suspicions that the advice received from the electrical contractors we recently used was incorrect. The contractors concerned will not be used again.

- 5.6). Annual independent inspection - DW confirmed that the annual inspection was completed by John Miller. Only minor items were identified and these will be attended to in due course over the next few months.

DW

- 5.7). Website – LW reported that the proposed improvement had been completed at a cost of £450. In particular the Diary is now improved as is the facility for publishing documents.

DW confirmed that he was in possession of the details relating to hosting of the website.

DW to review the position on user ids and passwords.

DW

- 5.8). Hire agreement – ROQ reported that the model agreement had now been received from BRCC and this was passed to RHarr.

RHarr to review and make proposals as appropriate.

RHarr

6). Improvements, building & maintenance

- 6.1). Hall heater – DW reported that the heater had now been repaired (at a cost of £160 + VAT) to see us through the coming winter.

DW proposed that an electrical replacement should be installed before the 2006/07 winter. The new heater, likely to cost £1,100 + VAT, should be more efficient and safer.

DW

- 6.2). Floor re-varnishing – DW advised that the plan is to re-varnish the floor ourselves, probably in the February half term to allow drying time. DW expected that this would last about 3 years and at that point we would consider a professional re-varnish

DW

- 6.3). Outer entrance doors – DW to obtain a quote for replacement. The Committee agreed that DW only needed to revert to the Committee if the quote was materially different from £1,000.

DW

7). Re-cycling

- 7.1). Performance update – Collection levels continue to be maintained at just the right level – 6 bins per pick-up. Any more would prove considerable problems with storage of the bins.

- 7.2). Publicity – because of the above point, it was agreed that the current level of activity was about right. Periodic articles in the Biddenham Bulletin and the Biddenham Show should be enough to maintain the optimum level.

- 7.3). Cardboard recycling – gratitude goes to David Osborne for investigation and preparing a paper on this matter. The paper was circulated to Members and will be discussed at the next meeting.

ALL

8). Social

- 8.1). Quiz night (8th October) – went very well, as usual and made a profit of £475.

- 8.2). Village Lunch – a very nice, and welcome, letter was received from Hilary Hurn praising the last Lunch and expressing thanks.

LW to propose the date of the next Lunch

LW

9). Any Other Business

9.1). Local Organisations – following a question from TA it was confirmed that the booking for the Pond Evening should be charged local rates.

9.2). Cleaning – the quality of the cleaning of the Hall was praised by the Committee and accordingly thanks were extended to Georgina, the Cleaner.

9.3). PA equipment – following a question raised by David Osborne at the AGM, DW confirmed that clear instructions were with the equipment and the high level of usage supported that point.

9.4). Car park - following a question raised by David Osborne at the AGM, it was agreed that the provision of disabled spaces would be considered once the cost of implementation had been ascertained.

DW

9.5). Neighbour's parking in the Hall car park – following a question raised by David Osborne at the AGM, it was agreed that the situation would be closely monitored. It was decided that no action would be taken at this stage because the likely consequence of a request for the cars to be moved would be for Nodders Way just outside the Hall to become the alternative resting place for the cars, causing more nuisance than the current situation.

Meeting schedule:

Tue 10 th January	ROQ's – Barn House, Duck End Lane
Tue 7 th March	Biddenham Village Hall
Tue 9 th May	LW/DW's
Tue 4 th July	Biddenham Village Hall
Tue 12 th September	RHall's
Tue 7 th November	Biddenham Village Hall (after AGM)

Next Meeting – 10th January 2006 Barn House at 8pm

Signed (Chair) Date

BIDDENHAM VILLAGE HALL CHARITY

AGM 2005

RESERVES POLICY

“The level of Reserves held by the Biddenham Village Hall during the year ending at the 2006 AGM should be sufficient to cover the level of the planned repairs and improvements during the year plus an amount of £10,000. In subsequent years the Committee will determine the amount of money available to be spent on further improvements based on a prudent level of Reserves to be held at the end of each year. The Committee currently believes this prudent level to be £10,000. The Committee will review this figure annually.”