

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at Barn House, Duck End Lane on Tuesday 10th January 2006

Present:

Richard Hall (Chair)	Liz Watson (Treasurer)
Richard O'Quinn (Secretary)	David Watson (Technical Officer)
Trisha Yates (Bookings Officer)	Richard Harris (Asst Secretary)
Barry Lowe (Asst Secretary)	Fiona Kraus (Re-cycling Officer)
Terry Allen	Bridget Cristofoli
Ken Johnston	Mary Stothard

John Greengrass (attending as a possible new member)

1). Apologies for Absence

There were no apologies.

New Membership

John Greengrass was welcomed to the meeting. After considerable lobbying over the last few months by various Committee Members, John agreed to consider joining the Committee and the possibility of taking on the new role of Deputy Technical Officer.

Signing of Deed of Understanding

This has now been signed by all Members

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

These were approved by the committee and were signed by the Chair.

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: £1,229
CAF (Charities Aid Foundation) Account: £12,495.
- 4.2). Accounts – Last year's accounts have now been audited and signed-off. LW will pass copies to the Parish Council and to ROQ (for Charity Commission Return).

LW

LW passed around the financial books and bank papers for the Committee's inspection.

4.3). Hall charges – as agreed at the May meeting it was agreed that possible increases to the Hire charges be considered at the March meeting. LW/TY

5). Policy and Administration

5.1). Committee membership – as stated above John Greengrass is considering joining the Committee and taking on the role of Deputy Technical Officer

Barry Lowe indicated that he would consider taking on the role of Deputy Bookings Officer. BL to discuss responsibilities with TY BL/TY

Position of Vice Chair remains vacant and all members to consider suitable candidates for the position. ALL

Should John Greengrass join the Committee then that would fill our allocation of co-opted members leaving only one vacancy on the Committee, the elected vacancy for Vice Chair.

5.2). New Licensing Law – DW has already granted permission for 9 events through to early March confirming that we took the correct course of action in applying for the Alcohol Licence. Most users of the Licence are happy with the charge of £15.

ROQ advised the meeting that the Licence documentation had been satisfactorily received except that the Certificate (not the Licence) that needs to be displayed in the Hall was incorrect and had been returned to the Council. ROQ had chased the Council and had been advised that the new certificate was awaiting signature and would be sent out shortly.

ROQ to pass copies of the Licence paperwork to DW. ROQ

DW advised that simple procedures for Licence users have been produced and these will be reviewed in light of any specific points covered in the Licence documents. DW

5.3). Biddenham Bulletin – re-cycling article has now been postponed to allow David Osborne to write a 300 word article about the “First Friday” lunches.

FK to draft an article on recycling for a later edition of the Bulletin FK

5.4). Health & safety – DW reported that all is in order.

The Committee carried out the annual inspection of the Accident book and it was noted that nothing had been entered since May 2004.

It was agreed that regular users should be reminded of the existence of procedures relating to H&S and the existence of the Accident Book. Maybe a future Biddenham Bulletin Article could cover the subject. DW/TY

DW reported that the actions from the Independent Safety Report were being actioned. DW

5.5). Website - TY reported that the improvements to the Website were wonderful and were having a very positive effect with fewer and fewer bookings being made over phone.

5.6). Hire agreement – RHarr would carry out the review of the agreement and hoped to make proposals at the next meeting.

RHarr

6). Improvements, building & maintenance

6.1). Floor re-varnishing – planned to be carried out during the Easter holidays with the assistance of the Cleaner

DW/LW

6.2). Disabled parking spaces – considerable discussion took place regarding the suggestion to provide a space or spaces for disabled users. Because of the small size of the car park consideration to be given to the practicality for a temporary facility – some way for users to place signage/equipment reserving spaces when necessary. To be discussed at the next meeting.

6.3). Tree preservation order (47 Main Rd) – we have received a letter regarding proposed work to reduce and thin one of the trees in Main Road. It was agreed that we would not raise any objections.

7). Re-cycling

7.1). Performance update – FK/LW advised that we remain pleased with the newspaper recycling with collections being maintained at the “normal” level.

7.2). Cardboard Re-cycling – the committee discussed the proposal prepared by David Osborne on the pros and cons of introducing a re-cycling scheme for cardboard. Due to a number of factors it was decided not to take the idea any further at this stage. Key considerations were: the relatively low level of possible income compared to the amount we earn from paper re-cycling; the considerable amount of space that would be needed to store the bins given that a lesser weight of cardboard would be stored compared to paper; the lack of available storage space. The Committee expressed their gratitude to David Osborne for preparing the proposal.

8). Social

8.1). New Friday Lunches (“First Friday”) – this is a new initiative started by LW to provide a monthly gathering for Villagers to socialise and enjoy a light lunch of soup, roll and sweet for £5. The purpose is not to be money making.

The first event in January attracted 41 people and was deemed to be a great success by all.

The initiative can only succeed with the help of volunteers and it was agreed that Judith O’Quinn would assist LW by organising a rota to ensure sufficient helpers on each occasion.

ROQ

- 8.2). Next Sunday Lunch – this to be reviewed at the March meeting. **LW**
- 9). Any Other Business**
- 9.1). Hall security – it was reported that recently a Hirer found the Hall unlocked. New locks will be fitted when the doors are replaced in the near future. Consideration to be given to lock alternatives that may avoid this sort of situation and provide increased security all round – eg time locks, restricted-key Chubb locks. **DW**
- 9.2). Publishing of AGM Minutes – David Osborne had found very useful, the publishing of the various Minutes on the web site. He asked that the AGM minutes and reports to be published also. It was agreed that the Minutes of the recent AGM would be published in draft form. **RHarr/ROQ**
- 9.3). Technical cover – John Greengrass very kindly agreed to cover for DW whilst on a 2 week holiday from 5th February
- 9.4). Bookings cover – TY has arranged cover with relations whilst she is away for 4 weeks.
- 9.5). Child Protection Policy training event – TY to consider attending this event to be held by BRCC. **TY**
- 9.6). Food hygiene course – LW or MS to consider attending this course to be organised through BRCC. **LW/MS**

Meeting schedule:

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 – 7th March 2006 Village Hall at 8pm

Signed (Chair) Date