

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at Biddenham Village Hall on Tuesday 7th March 2006

Present:

Richard Hall (Chair)	Liz Watson (Treasurer)
Richard O'Quinn (Secretary)	David Watson (Technical Officer)
Fiona Kraus (Re-cycling Officer)	Terry Allen (Parish Council)
John Greengrass (Deputy Tech Off)	Mary Stothard (Toddlers)

1). Apologies for Absence

Bridget Cristofoli, Barry Lowe, Richard Harris, Ken Johnston, Trisha Yates.

New Membership

The Chair welcomed John Greengrass to the Committee and thanked John for his agreement to join the Committee as Deputy Technical Officer.

2). Minutes of Last Meeting (10th January 2006)

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: £1,043
CAF (Charities Aid Foundation) Account: £12,495
- 4.2). Accounts - LW passed around the financial books and bank papers for the Committee's inspection.
- 4.3). Gas price increase – LW raised the issue of increasing costs of Gas and Electricity, rising by an estimated £300 this year. It was agreed that alternative gas & electricity suppliers should be investigated (possibly through the use of websites like u-switch). LW
- 4.4). Hire charge increase – LW circulated a proposal for possible increases to hire charge. After some discussion it was agreed that no change would be made to the charges for Village organisations, the hire of cutlery and glasses nor alcohol licences. All other proposed changes were agreed to be effective from September for all new bookings. See new rates attached (Appendix 1). LW

5). Policy and Administration

- 5.1). Committee membership – Deputy Technical Officer – this position has now been filled with the appointment of John Greengrass to the Committee.

Deputy Booking Officer - Barry Lowe (previously) volunteered to consider the possibility of taking on this new role and is giving the idea due consideration.

Vice Chair – this position remains vacant and although not urgent it is important that the position is filled in the foreseeable future. ROQ reported that a possible candidate could be Phil Inness. Agreed that the possibility be pursued.

ROQ

- 5.2). New Licensing Law – operations under the new premises and alcohol licence continue to run smoothly. To date 12 events have used and 12 bookings are due to use the Licence. Further bookings requiring the Licence are anticipated.

DW reviewed the documentation provided with the Licence and consequently procedures and instructions for emergency evacuation will be improved.

One of the clauses in the Schedule of Special Conditions requiring a “Senior Member of Staff to be holder of the BIIAB’s National Certificate for Entertainment Licensees” by the end of March, appears to be at odds with our understanding. ROQ checked with the Council and was advised that this clause no longer applied and that new Licence documentation would be issued. ROQ to chase this if not forthcoming by the end of March

ROQ

Also given the requirements of the Licence with regard to responsibilities regarding employees (the 2 Cleaners being our only employees) our Employers Insurance should be checked to ensure it remains appropriate.

ROQ/RHarr

The Feb/Mar News-sheet from the BRCC advises Village Halls to attend a Drug Awareness Event to ensure compliance with the Licensing Act. ROQ to investigate further.

ROQ

- 5.3). Biddenham Bulletin – Draft of the article on re-cycling to be prepared

FK

- 5.4). Health & safety – DW reported that his monthly checks all went OK. The Annual Inspection will be carried out over next few months.

DW

DW reported on his recent attendance at a fire safety course regarding impending changes in the Law. The Hall Committee will be required to assess the Fire risk for all of the different types of user of the Hall and put in place appropriate precautions. Whilst the Fire Service will inspect our risk assessment they will not make any comment on the suitability of our assessment. In future Fire Safety Certificates will not be issued.

Regarding our Fire Extinguishers, currently DW carries out monthly checks in addition to the annual check carried out by the supplier.

- DW learnt that a number of Village Halls have Fire Alarms fitted, something that should be considered as part of the fire risk assessment. DW
- ROQ referred to advice from the BRCC regarding safe use of ladders. DW advised the Committee that he believed that the current use of ladders was safe. DW will check the current instructions and policy in line with the BRCC advice. DW
- 5.5). Child protection training – No one was able to attend the recent BRCC training event. MS to investigate advice on good practice on web and ROQ to check the requirements in our Premises Licence. MS/ROQ
- 5.6). Food hygiene course – LW and MS attended the recent BRCC course on behalf of the Committee. Both felt the experience worthwhile (and good fun) and would benefit the running of events in which they are involved. Most of the course was common sense and LW/MS will review (and improve if necessary) instructions and signage. LW/MS
- The question of whether a Dishwasher (commercial, fast-cycle type) would assist in ensuring cleanliness of crockery and cutlery. MS/LW to consult the Parish Council (Bob Hutchinson or Peter Applewhite) who have recently investigated this matter. LW/MS
- 5.7). Hire agreement - carry forward to next meeting RHarr
- 6). **Improvements, building & maintenance**
- 6.1). Floor re-varnishing – to be carried out over Easter with 3 coats costing £170. The Cleaner will scrub the floor clean on Good Friday and varnishing will be done on Saturday. DW
- 6.2). Disabled parking spaces – the Committee agreed that permanent spaces should be marked out as temporary arrangements would be impractical. A number of bays would be marked out in front of garden and/or porch, whether this would be 2 or 4 to be decided, partly based on the cost. Bays would be dual use – disabled and mother & child. DW to estimate cost. DW
- 6.3). Front doors and locks – The Committee agreed to proceed with the new door provided the cost remained below £1,000 (DW is arranging for Mike Adair to quote). The door would be wooden with a greater level of security. MS requested that a bolt be fitted to the top of the door to allow the Toddlers Group to secure the door from child interference without having to completely lock the door. DW
- 6.4). Purchase of more tables – LW proposed the purchase of tables given the deteriorating condition of some of the tables through general wear and tear. It was agreed that 3 large tables would be purchased at a cost £113 + VAT each and also a small trolley for £168 + VAT. LW
- 6.5). Gardening morning – DW reminded the Committee that it was the time of year to attend to the garden areas at the front of the Hall and he hoped that the Gardening Club would, as in previous years, assist with the task. LW to raise with KJ LW/KJ

- 6.6). Gent's toilets/kitchen window – DW advised that work would be carried out to replace the wash basin and cistern in the Gent's toilet and the rotten wood under the kitchen window near the fire escape. **DW**
- 6.7). Hall heater – DW to obtain quote for replacing the ageing gas fire in the entrance hall with a more efficient electric one. In line with discussions at previous meetings this will need to be replaced before next winter. **DW**
- 6.8). Plate warmer – DW reported that the plate warmer was not working and would investigate further. **DW**
- 6.9). Drains – DW reported that the he was required to attend to blocked drains, luckily something that happens infrequently.
- 6.10) Cigarette stubs – the disposal of stubs by the entrance door is again proving unsightly since the “loss” of the pot placed there for the purpose. Agreed that a cigarette stub disposal bin be placed on the wall by the entrance door. **DW**
- 7). Re-cycling**
- 7.1). Performance update – FK reported that apart form a slight drop on one collection we are continuing to fill 6 bins.
- 7.2) Publicity – no other actions are required at this point, apart form the Biddenham Bulletin article (see 5.3 above).
- 8). Social**
- 8.1). Friday Lunches – LW reported that her initiative of the First Friday Lunches is proving to be a great success and reminder notices are being placed in the Biddenham Bulletin. Although the Lunches are attended by a large number of retired villagers, LW pointed out that all comers are welcome.
- In line with previous discussions the Committee agreed that the Lunches would not be adopted as a Management Committee event leaving the organisers (LW and others) free to use surplus funds for other charitable purposes.
- 8.2). Sunday Lunch – the Committee decided that no Sunday Lunches would be planned at this stage, given the success of the First Friday Lunches.
- 9). Any Other Business**
- 9.1) Letter to Hirers – LW confirmed that arrangements are being made for revised instructions to be sent to hirers covering various aspects of using the Hall and this will now include increases in the Hire Charges. **LW**
- 9.2). Computer cupboard – the cupboard is now surplus to requirements and will be offered for disposal by placing a sign on the cupboard and putting a note in the Biddenham Bulletin. **LW**

9.3). Attendance of Sue Norman (BRCC) at a future meeting – Sue Norman is aiming to attend Committee meetings of all Village Halls with the aim of providing greater support. ROQ confirmed that an invitation has been sent to Sue with our meeting dates.

ROQ

9.4). Website – RHall to liase with James Gardner on adding extra sections to the Management section of the site, including AGM reports and minutes.

RHall

Meeting schedule:

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 – 9th May 2006 Venue 17 Biddenham Turn at 8pm

Signed (Chair) Date

Appendix 1

Hire charge increase from September 2006

	<u>Biddenham Residents /Commercial</u>	<u>Proposed charge</u>	<u>Non-Residents</u>	<u>Proposed charge</u>	<u>Village organisations</u> No Change
Mornings (except Sunday) 9.00-13.00	£18	20	£35	40	10
Sunday morning 10.30-13.00	£10	12	£15	20	10
Afternoon s 13.00-18.00	£18	20	£35	40	10
Evenings Monday-Thursday 18.00-23.00	£25	28	£40	50	15
Friday & Sunday 18.00-23.00	£40	45	£60	70	25
Saturday 18.00-24.00	£70	75	£120	130	50
Weddings (all day) School holidays only	£100	120	£180	200	
Cutlery etc	£10	10	£10	10	10
Glasses	£5	5	£5	5	5
Alcohol licence	£15	15	£15	15	15

For hire rates for village organisations please contact the booking officer

Last increases in Jan 01 and May 04