

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at 17 Biddenham Turn on Tuesday 9th May 2006

Present:

Richard Harris (Meeting Chair)	Liz Watson (Treasurer)
Richard O'Quinn (Secretary)	David Watson (Technical Officer)
Barry Lowe (Asst Secretary)	Trisha Yates (Bookings Officer)
Fiona Kraus (Re-cycling Officer)	Terry Allen (Parish Council)
John Greengrass (Deputy Tech Officer)	Mary Stothard (Toddlers)

1). Apologies for Absence

Richard Hall, Bridget Cristofoli, Ken Johnston

Welcome to Phil Inness

ROQ introduced Phil Inness who attended the meeting with a view to joining the Committee

2). Minutes of Last Meeting (7th March 2006)

These were approved by the Committee and will be signed by the Chair in due course.

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: £1,126
CAF (Charities Aid Foundation) Account: £12,614
- 4.2). Accounts - LW passed around the financial books and bank papers for the Committee's inspection.
- 4.3). Energy suppliers – review of alternative energy suppliers to be carried forward. LW
- 4.4). Hire charge for Biddenham Show – as the Show is moving back to the School field, the Show organisers have requested the use of the Village Hall for 2 days. The Committee discussed whether the Hall could be hired without charge. However, although the Show is fund raising for good causes, the Show is not exclusive to the residents of Biddenham and on this basis it was decided that normal charges should apply. LW to advise that the use of the Hall for the 2 days would be £80 and if other equipment is used other charges will apply. LW

The Show Committee have also asked to use the Hall Alcohol Licence. After consideration, DW declined this request on the basis that he could not be confident that some of the conditions of the Licence would be adhered to – in particular the possible sale of alcohol to children. LW

Hire Charge for Whist Club – the members of the Club have requested that further hire charge increases are not applied to them. The Committee agreed that the costs of hiring BVH remain very fair and reasonable and that there is no justification for making an exception in this case.

LW

5). Policy and Administration

- 5.1). Committee membership – Deputy Booking Officer – Barry Lowe agreed to take on the role. TY to brief BL on the full operation and once that has been completed responsibilities will be split, with TY handling booking administration and BL handling keys and collection of money.

TY/BL

Vice Chair - if Phil Innes decides to join the Committee, to comply with the membership restrictions in our Constitution, Phil or one of the other co-opted members (BL, RHarr, FK and JG) will need to be take on the only other vacancy on the Committee – Vice Chair.

Mary Stothard – MS informed the meeting that she would be giving up her responsibilities with the Toddler Group in the Summer and therefore would cease to represent the Toddlers on BVHMC. MS will arrange for a new representative from the Toddler Group to join the BVHMC. MS indicated that she would like to remain on the Committee and after some discussion it was suggested that MS, as a member of St James School PA, should represent the School on BVHMC (the last representative of the School being Fiona Kraus).

MS

MS

- 5.2). New Licensing Law - Special conditions – the revised paperwork has not been forthcoming from the Council. The council has now requested the return of the existing Licence for alteration.

ROQ

Employers Insurance – the Committee believes that our Employers and Public Liability Insurance is suitable to comply with the conditions of our Premises Licence. Final check to be carried out.

ROQ/RHarr

- 5.3). Biddenham Bulletin – re-cycling article – FK provided, prior to the meeting, a draft article. The committee agreed the article with a change to exclude Yellow Pages and include window envelopes in the permitted items.

FK

Suggestions required for future articles for Biddenham Bulletin

ALL

- 5.4). Booking Admin - Confirmations – 90% of bookings are now being successfully made through the website. TY pointed out that we are still confirming bookings by post (requiring the Hirer to provide a stamped addressed envelope) and it would be more efficient and suitable to provide confirmation by email. The Committee agreed that this was a good idea and should be implemented. Accordingly it was agreed that a new booking confirmation form be produced. It was also agreed that this form should include information on the hire of extras and should give information on where to find the extras, in particular the glasses and PA equipment

TY

TY

- Key arrangements – As agreed BL would be taking on the responsibility for the distribution and collection of Keys. Current procedures with the Pub to be reviewed and revised if appropriate. **BL/TY**
- 5.5). Health & safety - Inspections – DW confirmed that the monthly and quarterly checks were carried out. Following the checks on fire equipment a new fire blanket and new water extinguisher have been purchased. No further replacements should be required for the next 7 years. DW to arrange for checks on the portable electrics and the Cooker. DW to arrange for the independent annual inspection. **DW**
- Fire safety – DW confirmed that we will need to carry out a fire safety check in advance of new paperwork relating to the new Fire Safety Legislation. **DW**
- Ladder safety – DW confirmed that our procedures are fine and in line with Government H&S recommendations.
- Food hygiene – review of instructions and signage to be carried forward. **MS/LW**
- Dishwasher – LW reported back to the Committee on her research into the possible purchase of a commercial standard Dishwasher to improve the cleanliness of the crockery and cutlery hired out to users. For £2,236 (inc VAT) we could purchase a front loading machine with a 2 -4 minute cycle cleaning 20 plates with 2 baskets, including delivery and 1 years warranty. Consideration needs to be given to a number of factors including positioning of the equipment (between the 2 sinks?), the level of hire charge, locking/usage control, cleaning and inspection. LW to seek advice from the supplier in particular on positioning and to explore the possibility of a trial unit and/or visit a current user of the same type of equipment. The Committee agreed the purchase of a Dishwasher with a maximum purchase price of £3k to include associated costs of fitting etc. **LW**
- 5.6). Child protection – MS issued notes relating to Child Protection Law produced by the Charity Commission and proposing a possible change to the clause in our Hire Agreement. This change and a statement of policy to be progressed. **TY/MS**
- 5.7). Hire agreement – to progress this wide ranging subject it was agreed that a sub-committee be formed and to report back to the main Committee. **RHarr/ROQ**
- 5.8). Drug Awareness – The BRCC advises that, as part of our Premises Licence, we need to be aware of drug issues. ROQ to keep a look out for the planned BRCC training event. **ROQ**
- 5.9). Rights of Way – DW confirmed that he walked the rights of way around the building.

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

- 6.1). Completed works - Floor varnishing - this was successfully completed at a cost of £150. However the scrubbing machine packed-up during the process meaning that more suitable sanding equipment will need to be hired next time.

Front doors & locks – door has now been fitted at a cost of £600. New locks are now needed and it was agreed that the extra secure type should be purchased whereby additional keys can only be cut with appropriate signed authority, in spite of the relatively high cost of keys of c£7 a regulated key. It was also agreed that we need a better system tracking of keys issued by the Three Tuns to Hirers.

DW

DW/TY/BL

Other – DW reported that 2 wash basins had been replaced, a new ball-cock had been installed and new outside cladding been fitted. All at a total cost of £200.

- 6.2). Disabled parking spaces – DW reported that the likely cost of marking out disabled parking spaces would be £300 to £475. Given this level of cost DW questioned whether this was still a good idea with the cost in proportion to the likely benefit for hall users. DW to investigate the cost of the recent marking work carried out at the Three Tuns. Should the costs remain high DW proposed an alternative - marking a cross hatch area by the front door to discourage cars drivers blocking the entrance.

DW

- 6.3). Gardening morning – ROQ to follow up with KJ.

ROQ

- 6.4). Hall Heater – DW reported that a replacement electric heater (4 kw) would cost £1,416 plus VAT. In line with the Annual Budget the Committee approved the work up to £1,500

DW

- 6.5). Plate Warmer – this has now been fixed.

- 6.6). Summer work weekend – Agreed for 12th/13th August. Although DW thinks that the work list should not be too long, all volunteers will be welcomed.

ALL

- 6.7). Drains – DW reported that the drains had blocked yet again. Cause to be investigated and rectified.

DW

7). **Re-cycling**

- 7.1). Performance update – FK reported that apart from a dip in March, collections were holding up at 6 bins.

8). **Social**

- 8.1). Quiz Night – next one will be 14th October. Heather Marks has requested that the evening be used to collect for the Primrose Appeal. The Committee agreed to this request.

LW

9). Any Other Business

- 9.1) Attendance of Sue Norman (BRCC) at a future meeting – Sue will attend our AGM and meeting in November.
- 9.2). Website improvements – all the improvements will be pulled together for discussion at the next meeting **LW//TY**
- 9.3). Charity Commission Return – ROQ advised members that this would be prepared and circulated. **ROQ**
- 9.4). Window cleaner – LW advised that our current cleaner would not be continuing. Suggested alternatives welcome **ALL**
- 9.5). Car Park – The ongoing use of the car park by our neighbours appears to be increasing on occasion. Consideration to be given to seeking legal advice. **ROQ**

Meeting schedule:

Tue 4 th July	Biddenham Village Hall
Tue 12 th September	Richard Hall's
Tue 7 th November	Biddenham Village Hall (after AGM)

Next Meeting – 4th July 2006 Biddenham Village Hall at 8pm

Signed (Chair) Date