

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at Biddenham Village Hall on Tuesday 4th July 2006

Present:

Richard Harris (Meeting Chair)	Liz Watson (Treasurer)
Richard O'Quinn (Secretary)	David Watson (Technical Officer)
Trisha Yates (Bookings Officer)	Phil Inness (Vice Chair) – part
Terry Allen (Parish Council)	Bridget Cristofoli (Biddenham Wives)
John Greengrass (Deputy Tech Officer)	

1). Membership

- 1.1). Apologies for Absence - Richard Hall, Fiona Kraus, Ken Johnston, Barry Lowe, Mary Stothard
- 1.2). Welcome to Phil Inness – ROQ confirmed that Phil had agreed to join the Committee as a new member.
- 1.3). Appointment of Vice-Chair- to complete the elected members of the committee the position of Vice Chair needed to be filled. Accordingly, co-opted members (RHarr, BL, FK, JG and PI) had been invited to declare their interest in taking on the position. Phil Inness declared his interest and was dully proposed by ROQ, seconded by RHarr and voted in. Phil then proceeded to sign the Members Declaration.
- 1.4). Role of Trustees – ROQ circulated copies of an article in the BRCC newsletter (attached) outlining the role and responsibilities of village hall charity trustees. Although the article gave the same guidance as previously advised by Sue Norman (BRCC), ROQ suggested that it would provide a useful reminder to Members.

2). Minutes of Last Meeting (9th May 2006)

These were approved by the Committee and were signed by the Chair of that meeting.

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: £587
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 – LW reported that the direct debit for our gas account has increased from £56.50 to £85.50 per month which seems high in relation to our usage. ROQ to investigate alternative suppliers for both gas and electricity to establish whether savings could be made.

ROQ

5). Policy and Administration

5.1). Committee membership – change of representative for the Toddlers Group and re-introduction of a representative of St James’s School to be carried forward. **MS**

5.2). New Licensing Law - ROQ confirmed that our Licence documentation had been returned to Bedford Borough Council to be reissued with new updated documentation in particular with the disputed special condition removed. ROQ to chase if not returned promptly **ROQ**

RHarr confirmed that our Insurance was in place and appropriate for the purposes of meeting our obligations in the Premises Licence with regard to Employers Liability and Public Liability. RHarr also confirmed that with regard to Employers Liability this Insurance covers both paid workers and anyone else who works on a voluntary basis. RHarr also reported that the Insurance also covered us for loss of income if the premises licence was lost and stolen stock.

DW reported that 30 uses of the Alcohol licence had been granted with an income of £450. Therefore our costs for applying for the whole Licence (Premises Licence and DW’s Personal Licence) had now been covered. DW also confirmed that he continued to operate the rule that permission to consume alcohol under our Licence was only granted to individuals known to DW. The Committee agreed that this rule remained crucial to the correct operation of the Hall under our Licences.

5.3). Biddenham Bulletin – agreed that an article informing and promoting the AGM should go into the September BB. ROQ to draft an article for circulation before the mid-August copy deadline. Article could also include a request for volunteers to keep the garden tidy. **ROQ**

5.4). Booking Admin – TY has drafted a new form to allow us to confirm bookings via email. TY to circulate for comments before incorporating into the on line booking procedure. **TY**

TY confirmed bookings were looked after well by BL during TY’s recent absence.

BL has now taken over responsibility for key arrangements and the taking and returning of deposits. TY confirmed that the Pub were OK with the revised procedures.

5.5). Website improvements – various changes need to be made to the website in particular the changes to booking and confirmation procedures (confirmation by email; collection of email address; multiple names of hirers; new hire charges; terms and conditions). Furthermore we need to take over control of administration of the site from James Gardner. The Committee agreed expenditure up to £300. **LW/TY**

5.6). Health & safety - DW confirmed that the monthly checks had been carried out with nothing to report. Furthermore electrical inspections had been completed. Annual Inspection will be arranged for sometime around September. **DW**

Regarding fire safety DW advised that the risk review would be carried out once the new regulations are actually published.

DW expects that the only issue to consider is whether a fire alarm system is advisable. DW agreed that a forthcoming BRCC event could be useful and he will look to attend. ROQ may also attend in support.

DW/ROQ

A review of food hygiene instructions and notices will be carried out once the new dishwasher is installed. A new sign (suggested by MS outside of the meeting) should be considered advising no children in the Kitchen.

LW/MS

Dishwasher – LW reported that the views were gathered from regular users of the Kitchen, Jon Gambold and Sian Rosser, and Caroline (a food hygienist). LW also visited Bedfordshire Golf Club at Stagsden to view an identical model to the one we plan to purchase. Stagsden staff seemed to be happy with the equipment which is situated in a corner over a draining board. In considering the best location for our unit, the corner beside the oven was discarded as being too hot, leaving the 2 logical alternatives of either on the left or right of the main sink. After much debate about the pros and cons of both options it was agreed that LW/DW should investigate the practicalities of loading and unloading, in particular relating to height, access from both sides and proximity to a sink and draining board. A re-visit to Stagsden to be explored. Although a budget (£3k) had been approved at the previous meeting it was agreed that the options should be fully costed and referred back to the Committee for approval.

LW/DW

5.7). Child protection - TY is still waiting confirmation of the next BRCC workshop. Policy to be reviewed (including proposed change suggested by MS at the last meeting) once attendance at the workshop has taken place.

MS/TY

5.8). Hire agreement – it was agreed that a Sub-Committee (TY, RHarr and ROQ) would meet on 12th July, 8.30 at Barn House.

**TY/RHarr/
ROQ**

5.9). Car Park use – ROQ checked with Graham Humphrey the charging arrangements for work carried out by him for the Village Hall and established that normal commercial rates were used. Before incurring any legal fees it was agreed that ROQ would consult Sue Norman (BRCC) and BC would seek the advice from her son. Matter to be reviewed at the next meeting.

**ROQ
BC**

5.10). Insurance – ROQ passed details of an alternative Insurer offering policies designed for Village Halls. RHarr to consider when the Insurance comes up for renewal.

RHarr

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

6.1). Completed works – the new front door has now been completed (cost £600) and controlled extra secure lock and keys have been installed at a lower cost than first envisaged (£300). 2 taps have been replaced.

6.2). Disabled parking spaces – DW has obtained estimates and feels that the cost of £3-400 is disproportionate to the benefit to hall users. LW to consult likely users at the Friday Lunches in particular asking the question “would you pay £400.....?”. TA suggested that the “No Parking Cones” currently residing in the Pavilion may be made available to the Village Hall if good use could be made of them.

LW

6.3). Gardening morning – ROQ consulted KJ about Gardeners Club

Members carrying out the required gardening work and KJ confirmed that no able volunteers were forthcoming. Work will now be carried out on the August work weekend. RHarr suggested that he and Rosemary may be able to keep the Garden in good order in the future.

RHarr

- 6.4). Hall heater – DW reported that the cost of replacing the entrance hall heater would be higher than first proposed – costs of removing the old gas heater, inclusion of a timer and increasing the power of the new electric heater to 5kw. The committee approved a revised expenditure budget of £1,800. DW plans to have the old heater removed before the August work weekend, to allow decorating to take place over the weekend, and the new heater to be installed in September.

DW

- 6.5). Drains – no further problems have been experienced so no action being taken at the moment.

- 6.6). Window cleaner – RHarr/ROQ to pass details of their cleaners to LW.

RHarr/ROQ

- 6.7). Summer work weekend – 12/13 Aug confirmed and all welcome.

ALL

7). Re-cycling

- 7.1). Performance update – collections on the whole are remaining constant at 6 full bins, although a recent collection dropped to 5¼.

- 7.2). Biddenham Show – ROQ (on FK's behalf) proposed that we did not take a pitch at this year's Show. However as the Show will be including the use of the Village Hall, it was agreed that some publicity be put on the Paper Store itself.

FK/ROQ

8). Social

- 8.1). Next event will be the Quiz Night on 14th October.

9). Any Other Business

- 9.1). Biddenham Show – LW to chase the payment of the booking fee and share of insurance.

LW

- 9.2). Request from our Cleaner – LW reported that Georgina wished to use the Hall to conduct cleaning training sessions no more than once a month. LW to find out more including if this is a commercial arrangement. If agreed, normal hire rates would apply and Georgina would not be allowed to use the Hall address.

LW

Meeting schedule:

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

Next Meeting – 12th September 2006 4 Observer Close at 8pm

Signed (Chair) Date