

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at 4 Observer Close on Tuesday 12th September 2006

Present:

Richard Hall (Chair)	Liz Watson (Treasurer)
Richard O'Quinn (Secretary)	David Watson (Technical Officer)
Trisha Yates (Bookings Officer)	Mary Stothard (St James School)
Terry Allen (Parish Council)	Bridget Cristofoli (Biddenham Wives)
John Greengrass (Deputy Tech Officer)	Fiona Kraus (Recycling Officer)
Phillippa Smith (Toddlers Group)	Heather Marks

1). Membership

- 1.1). Apologies for Absence - Richard Harris, Phil Innes, Ken Johnston, Barry Lowe.
- 1.2). Both Heather Marks and Phillippa Smith were welcomed to their first meeting, Heather joining to take over as Bookings Officer and Phillippa as the Toddlers Group representative. Both were given copies of the Constitution and documents on the role of Trustees with a view to them signing the Deed of Understanding before the next meeting.
- 1.3). Trisha Yates formally announced her resignation as Bookings Officer and Committee Member. The Committee expressed sincere thanks for all the hard work and commitment given over the four or so years that Trish held the Booking Officer's post and recognised the considerable developments achieved during that time.
- 1.4). Mary Stothard resigned as the Toddlers Group representative and was dully nominated (DW), seconded (FK) and appointed as the St James's School representative.

HM/PS

2). Minutes of Last Meeting (4th July 2006)

Minute 6.4 to be corrected to read "5kw". These were then approved by the Committee and will be signed by the Chair of that meeting 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: £3,077
CAF (Charities Aid Foundation) Account: £12,739

- 4.2). Year end accounts – LW circulated the unaudited draft of the year end accounts (attached). All income categories increased year on year but with these improvements offset by the increases in heat and light and the costs of recent maintenance and improvements (tables, door, locks and removal of old heater).

The surplus increased year on year to £3.2k giving BVH a current reserve of close to £16k. However this amount will drop back once the installation of the new heater and dishwasher are completed.

- 4.3). Hall usage – LW presented a summary of Hall usage (attached). Although hire receipts were higher, actual number of hirings was actually down. This was due to a number of factors particularly the loss of the Monday yoga classes. Conversely Saturday evening usage had increased. In overall terms the level of hirings remains satisfactory. DW reminded the meeting that enough time needed to be kept free to carry out maintenance and improvements.

TY commented that she believed that the slots vacated by Yoga class would easily be filled from other hirers.

- 4.4) Energy suppliers – ROQ advised that the review of suppliers would be carried out once the recent round of price increases had settled down.

ROQ

- 4.5). Barnfield college – LW advised that the college again want to use the Hall for computer training. As the sessions have ceased to be a BVHNC initiative the Committee agreed that a hire charge would now need to be applied.

LW

5). Policy and Administration

- 5.1). AGM preparation – various reports need to be prepared by the Chair, Treasurer, Secretary and Technical Officer.

**RHall/LW/
ROQ/DW**

Notices and Agenda to be produced by ROQ and placed on notice boards by LW. ROQ to submit notice to be placed in October's Biddenham Bulletin. LW to announce at the First Friday Lunches.

ROQ/LW

- 5.2). New Licensing Law – ROQ confirmed that the replacement Licence documentation had now been received from the Council. DW questioned where we stand regarding conditions provided in the first documentation that do not appear in the new documentation. ROQ believes that this is not an issue but will make sure that this is the case

ROQ

- 5.3). Biddenham Bulletin – LW will submit an announcement about the Quiz Night in the September issue together with a “thank you” to those who helped with the work weekend. AGM will be publicised in the October issue. Other ideas for future articles include a piece on the dishwasher (including who can use it) and role of the Hall in Village life (MS to consider writing this piece early in 2007).

**LW
ROQ**

MS

- 5.4). Booking Admin – bookings continue to be healthy with the majority coming in through the website; only a few telephone calls are received per week, usually from hirers checking details. Two booking forms are in use one for residents and one for non-residents, requiring a deposit.

Booking phone line is now located in the store cupboard in the Village Hall which will be more convenient when the Booking Officer is away.

LW to brief BL regarding the change in Booking Officer responsibility and to discuss his role with keys and deposits.

LW

- 5.5). Website improvements – RHall to work with LW on briefing James with the required improvements to the website.

LW/RHall

- 5.6). Hire agreement – revisions to the hire agreement are being progressed by the sub-committee of RHarr, ROQ and TY (to be changed to HM) and recommendations to be made to the next meeting.

RHarr/ROQ

- 5.7). Car Park use – ROQ reported the findings of his and BC's inquiries on the subject of neighbours using the Hall Car Park. From a number of sources it does seem that the Committee should not be allowing regular use of the Car Park to any one group or individual without some form of formal arrangement or licence.

ROQ to investigate the possible cost of the required legal services, approaching Graham Humphrey and other alternatives. ROQ also to approach Wendy and Marsh Musselle to make them aware of the issue, the complaints that have been raised by Villagers and the legal issues facing the Hall Committee.

ROQ

- 5.8). Child protection – TY is still waiting for details of the proposed BRCC course. MS to attend when the time comes.

MS

- 5.9). Health & safety - Annual Inspection - DW reported that John Miller has been unavailable to carry out the inspection, so far. However it is expected that he will be available in the foreseeable future.

DW

New fire safety regulations – DW and JG to attend the forthcoming BRCC course. Once the full responsibility is understood DW to report back to the Committee. Consideration will be given to seeking the help of Jagtar Singh, given his previous professional experience in fire safety.

DW

Food hygiene – new notices to be placed in the Kitchen once the new dishwasher has been installed.

LW/MS

Dishwasher – DW and LW made a further visit to Stagsden which, as expected, has proved very helpful in deciding the location of the dishwasher. For the most efficient use of the equipment the dishwasher will be positioned between the 2 sinks to the right hand side. Costs for changes to the cabinets and electrical works are expected to be c£250. Previous Committee approval for £3k remains sufficient.

LW/DW

A policy on usage of the dishwasher and instructions will be drawn up.

DW

Accident Book – DW reported that a minor accident had occurred, and had not been entered into the Accident Book, but again the injury had resulted from use of equipment brought into the Hall by the person involved.

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

6.1). Summer work weekend – again this proved to be very successful with a good number of helpers and a variety of tasks being completed. A message of “Thanks” will be placed in the Biddenham Bulletin. Particular gratitude goes to JG for carrying out the work in the loft to make-good after removal of the old entrance hall heater.

6.2). Disabled parking spaces – as agreed LW raised the cost of this with attendees of the First Friday lunch. As expected those consulted were aghast at the estimated cost of £400. After some deliberation about the pros and cons of laying out disabled parking spaces the Committee voted against carrying out this project.

6.3). Garden – some tidying work has been carried out but consideration still to be given to who could regularly keep the garden areas looking good. To be discussed at the next meeting including whether RHarr is happy to take on the responsibility.

RHarr

6.4). Hall heater – all the preparation of the location has been completed and delivery of the Heater is due any day. DW will then schedule installation by a qualified Electrician and arrange completion of any remaining decoration work.

DW

6.5). Loft insulation – whilst JG was carrying out the work in the loft he discovered that the insulation over hall and lobby annex was looking very thin and much of it had been displaced. It was agreed that DW should get estimates from specialist suppliers to ascertain the extent and cost of renewing and improving the insulation. DW to also look into possible grants and/ discounts for this sort of work from British Gas and/or other bodies.

DW

DW

6.6). Drains – DW reported that the drains blocked again recently. DW arranged for a camera survey of the drains to discover that the pipes are blocked by roots by as much as 2/3rds in places. Furthermore the pipe is made of pitch fibre which degrades over time and there are places where pipe is collapsing inwards.

The only solution is to replace the pipe work from the toilets to Main Road. 20 metres of which is the sole responsibility of BVH and 10 metres is shared responsibility with our neighbours (Wagstaff and Shepherd). Likely cost of replacement is £2k. DW to investigate further.

DW

Given that the drain work and the other improvements (heater, dishwasher and loft insulation) now amount to £7k to £8k, and would eat into our reserves significantly, DW suggested that we should look to acquire a grant to assist with the costs. ROQ to investigate.

ROQ

6.7). Window cleaner – LW reported that a new cleaner had now been found with inside and out cleaned for £25 a time.

7). **Re-cycling**

7.1). Performance update – we continue to fill the full 6 bins on a regular basis although, as expected, this dipped slightly in the middle of the Summer.

8). Social

- 8.1). Quiz night (14th October) – help required for set-up, catering, wines and tidy-up.

ALL

9). Any Other Business

- 9.1). Village show picture – the latest winner from the village show is now on display behind the bar.
- 9.2). Georgina’s training sessions – nothing further has progressed on this.
- 9.3). Advertising – LW reported that we have agreed to advertise on a charity calendar (to raise money for chemo preparation at Bedford Hospital) at a cost of £30.

Next Meeting – 7th November 2006 Biddenham Village Hall
after the AGM

Signed (Chair) Date

Accounts for the year ending 31st August 2006

Balance sheet	2006	2005
Opening Balance		
CAF Acc	£10,280.54	£7,377.34
Bank Acc	£2,347.18	£2,505.82
Unpaid hire		£492.00
Advance deposits		-£590.00
Expected donation		£2,100.00
Total	£12,627.72	£11,885.16
Surplus / Deficit for the year	£3,273.24	£742.56
Closing balance	£15,900.96	£12,627.72
Bank Acc Bank rec.	£3,162.31	£2,347.18
CAF Acc Bank rec.	£12,738.65	£10,280.54
Total assets 31st August	£15,900.96	£12,627.72

E.A.Watson, Treasurer

Report of Independent Examiner

I have examined the accounts set out on pages 1 and 2 with the financial records of Biddenham Village Hall and certify them to be in accordance therewith and with information and explanations given to me.

Sian Rosser, Independent Examiner
Date

Accounts for the year ended 31st August 2006**Income and Expenditure****INCOME**

	2006	2005
Hire receipts	£11,914.25	£10,832.75
Interest	£458.11	£403.40
Newsprint sale	£259.80	£252.12
Profit from Social Functions	£644.35	£571.70
Miscellaneous Donation		
Grants		
Recycling credit	£1,385.60	£1,260.16
Total	£14,662.11	£13,320.13

EXPENDITURE

Maintenance	£6,096.40	£6,021.16
Heating and light	£1,270.00	£1,151.50
Water	£312.00	£380.00
Insurance	£1,504.56	£1,378.68
Performing rights	£133.99	£133.39
Postage, telephone and stationery	£162.08	£109.06
Miscellaneous	£48.00	£507.83
Improvements	£1,424.34	£2,510.75
Advertising & web site	£420.00	£355.00
Bank Charges	£17.50	£30.20
Total	£11,388.87	£12,577.57

SURPLUS/DEFICIT**£3,273.24****£742.56**

BVH Annual Usage from September to September

	2003/4	2004/5	2005/6
Monday a.m.	44	11	6
p.m.	31	32	26
eve	35	35	33
Tuesday a.m.	14	12	12
p.m.	24	34	34
Eve	24	31	41
Wednesday a.m.	42	38	40
p.m.	22	30	3
Eve	37	36	33
Thursday a.m.	50	50	52
p.m.	9	4	1
Eve	50	50	52
Friday a.m.	48	48	47
Midday			8
P.m.	35	34	36
Eve	11	7	7
Saturday a.m.	42	36	35
p.m.	33	32	36
eve	31	21	24
Sunday a.m.	7	30	27
p.m.	34	37	33
eve	4	5	2
Total	627	613	588
Hire receipts	£10,787	£10,645	£11,914
Average hire	£17.20	£17.35	£20.26

Hire increase May 2004, Sept 2006