

# BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

## Minutes of Meeting held at Biddenham Village Hall on Tuesday 7<sup>th</sup> November 2006

### Present:

Richard Hall (Chair)	Phil Inness (Vice Chair)
Liz Watson (Treasurer)	Richard O'Quinn (Secretary)
David Watson (Technical Officer)	Heather Marks (Bookings Officer)
Peter Carter (Gardeners' Assoc)	Mary Stothard (St James School)
Terry Allen (Parish Council)	Bridget Cristofoli (Biddenham Wives)
Phillippa Smith (Toddlers Group)	John Greengrass (Deputy Tech Officer)
Fiona Kraus (Recycling Officer)	Barry Lowe (Asst Secretary)

### 1). Membership

- 1.1). Apologies for Absence - Richard Harris.
- 1.2). Peter Carter was welcomed to the Committee as the new Member nominated by, and representing, the Gardeners' Association.
- 1.3). Signing of Deed of Understanding – all Members present, except for the new Member Peter Carter signed the 2006-2007 Deed of Understanding. Richard Harris and Peter Carter will sign the Deed in due course

ROQ

### 2). Minutes of Last Meeting (12<sup>th</sup> September 2006)

These were approved and 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: £1,631  
CAF (Charities Aid Foundation) Account: £10,367.

The significant drop in balances results from paying for the Dishwasher and the Entrance Hall Heater.

- 4.2). Energy suppliers' prices – carry forward to next meeting.

ROQ

- 4.3) Grants – following the discussions at the previous meeting, given that planned expenditure plus the repairs to the Drains and loft insulation would deplete our Reserves level, it was agreed that we should try for a grant application to assist with the payment for the Drains. The matter to be dealt with as a matter of urgency as grants are typically only made to projects not already agreed.

ROQ

**5). Policy and Administration**

5.1). Biddenham Bulletin – MS is already scheduled to prepare a piece on the role of the Hall in Village Life, for inclusion in the Bulletin early in 2007. It was also agreed that news about the Dishwasher (and the health and safety reasons for its purchase) should be incorporated into this article. **MS**

5.2). Booking Admin – HM reported that she has had a hectic, but satisfying, month or two since taking over the Bookings Officer role. Going forward everything looks to be fine.

DW reported on a recent serious problem which occurred with bookings taken a few months ago (and before HM took over Bookings). Whilst both HM and DW were away on holiday, it transpired that the Hall had been triple booked. Fortunately the Hirers found alternative arrangements; however some additional costs had to be borne by BVH, where more expensive alternatives had to be used. HM believes that with the procedures she is following this problem should not occur again.

It was agreed that the sort of intrusion experienced by DW whilst on holiday should be avoided in the future. It was agreed that a Directory should be produced which would give a list of emergency contacts, of willing Committee Members, with multiple phone numbers where possible and listed in order of priority. **HM**

5.3). Website improvements – carry forward to next meeting – to include a review of changes to user IDs and/or passwords and whether we can takeover responsibility for the website ourselves. **RHall**

5.4). Hire agreement – ROQ to discuss with RHarr with a view to having proposals for next meeting. **ROQ**

5.5). Car Park use – use of the car park by our neighbours has reduced of late. However issue still needs to be raised with the Musselles. To be covered at the same time as discussions re the drain replacement. **ROQ/DW**

5.6). Child protection – likelihood of a BRCC course to be checked with Sue Norman. **MS/ROQ**

5.7). Health & safety - accident book - DW reported that no incidents had been noted since the last meeting.

annual inspection – DW having difficulty in arranging for John Miller to carry out the inspection, but hopes that this will be carried out in the next month or two. **DW**

fire safety – DW to now carry out a review in light of the new law. **DW**

dishwasher – this is now installed and working well. Instructions are being prepared, and will be laminated, and use will be restricted to those who have been given the instructions. **DW**

food hygiene – other instructions on general food hygiene also to be produced. **MS/LW**

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

- 6.1). Garden – PC reported that Dorothy Derbyshire has kindly volunteered to keep the garden in good order. The Committee expressed their thanks.
- 6.2). Hall heater – DW confirmed that this has now been satisfactorily installed and is working well. As well as generally being more energy efficient the new heater benefits from an automatic switch-off facility
- 6.3). Loft insulation – DW reported that improving the insulation of the loft above the entrance hall, by specialist suppliers, would cost in the order of £360.
- 6.4). Drains – DW reported that the cost of the drain replacement would be in the order of £4,000. This would be for replacement from the lavatories to Main Road, with three quarters of the cost being the responsibility of BVH and the remainder of our neighbours.

As the total cost of recent/planned improvements and repairs comes to c£7.5k (plus additional costs may be required following the fire safety review) it was agreed that we could not proceed with the drain replacement at this time. It was also agreed that we should seek out a grant (or grants) to cover the cost of the drains (and maybe the roof insulation). See 4.3 above.

- 6.5). Other – given the current expenditure plans, re-varnishing the main floor and installing a timer control on the noise limiter are likely to be held over to next year.

**7). Re-cycling**

- 7.1). Performance update – collections, as expected, are back up to 6 full bins.
- 7.2). St James' School – MS to approach the School about their paper waste and see if there is scope for them depositing the waste in our bins.

**MS**

**8). Social**

- 8.1). Quiz Night – a profit of £356 was made. However the date (coinciding with half term) proved to be a bad choice, from an organisation & workload point of view, given so many of the Committee were away.

**9). Any Other Business**

- 9.1). Sue Norman – who attended the AGM, took the opportunity to outline her role at the BRCC.
- 9.2). Insurance – checks to be made to ensure that our recent purchases of new equipment are covered by Insurance

**RHarr**

Meeting schedule:

Tue 9 <sup>th</sup> January	Phil Inness – 36 Days Lane
Tue 6 <sup>th</sup> March	Biddenham Village Hall
Tue 1 <sup>st</sup> May	Liz & David – 17 Biddenham Turn
Tue 3 <sup>rd</sup> July	Biddenham Village Hall
Tue 4 <sup>th</sup> September	Fiona Kraus – 29 Biddenham Turn
Tue 6 <sup>th</sup> November	Biddenham Village Hall (after AGM)

Next Meeting – Tuesday 9<sup>th</sup> January 2007 8pm 36 Days Lane

Signed ..... (Chair) Date .....