

BL/ROQ to approach Roger Rigby for possible guidance regarding applying for grants from the Bedford Councils, in particular the possibility of starting the work before a grant application has been completed.

ROQ/BL

Given the urgency of starting the drains replacement work it was discussed that we may have to face carrying out the drains work funded from BVH reserves. Consequently with other necessary works, like Fire Safety, we may be in more need to apply for grants if we are to avoid diminishing our reserves.

5). Policy and Administration

5.1). Biddenham Bulletin – Planned article about BVH and its place in village life to be drafted by PS/ROQ.

PS/ROQ

5.2). Booking Admin – In her absence, ROQ read out a report provided by HM:

Whilst having a busy time, things had been straightforward.

Due to miscalculations by Hirers HM is having to request additional payments. HM suggests a change to the Hire Agreement to help avoid this in the future.

HM has added “proof of residence may be requested”, to the Booking Confirmation, to deter a repeat of non-villagers using false addresses (as reported at the last meeting).

Hirers, particularly younger people, are still reporting concerns about the heater pilot lights.

A new regular yoga class has now been booked into the afternoon slot on Mondays, making that day fully booked.

The meeting discussed the impending separation of Great Denham from the main Village and the possibility of charging different rates after the partition.

5.3). Website improvements – carry over.

RHall

5.4). Hire agreement – carry over.

**RHarr/HM/
ROQ**

5.5). Car Park use – ROQ/DW will discuss the use of the Village Hall car park at that same time as advising the Musselles about the planned work on the drains.

ROQ/DW

5.6). Child protection – we still await the possible course planned by BRCC

5.7). Insurance – RHarr was pleased to confirm to the meeting that our Insurance costs have been reduced significantly.

RHarr reported that until recently we were faced with only one choice of Insurer specialising in Village Hall Insurance. Allianz Cornhill's renewal quote was for £1,504 up on the previous year's £1,487. Now a new competitor, Allied Westminster (underwritten by Norwich Union), has entered the market and we have been able to reduce our premium to

£1,151.

With regard to the level of cover, in particular given the addition of new equipment over the last year, RHarr believed that we have sufficient cover however he plans to carry out a full detailed Inventory to make doubly sure.

RHarr

- 5.8). Health & safety - Accident book – DW reported that no new entries had been made in the book. DW suggested that instructions should be reviewed and regular hirers reminded to stress the importance of entering any accidents in the book.

DW/HM

Safety checks – DW confirmed that all checks had been completed.

Fire safety – DW has now completed a further review of Fire Safety together with Jagtar (a Fire Professional). Jagtar's initial view of the findings of DW/JG (as detailed in the January Minutes) was that they were, maybe, over cautious. DW/JG to give further considerations and report back to the meeting. DW believed that one of the key actions that would be required is the building of a fire wall between the paper store and the next store.

DW/JG

RHarr reported advice that had come with the Insurance – to ensure fire equipment is kept up to date and that key records are stored off the premises.

**ROQ/RHarr
/LW**

Environmental health – LW reported that a clear inspection had been carried out by Bedford Borough Council on 6th March and no action was required.

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

- 6.1). Drains – DW advised that the replacement work was being planned for the 1st or 2nd week of April. The meeting agreed that work should not be delayed any further given the potential health risk from the drains deteriorating.

DW also confirmed that the work did not need a visit from the Building Inspector. It was hoped that disruption to hirers would be kept to a minimum. But some bookings may have to change

- 6.2). Loft Lagging – DW confirmed that this had been completed and that he believed a good job had been done. Costs were in line with expectations.

- 6.3). Gas heaters – DW reported that we had a repeat of the gas heaters not being turned off properly. DW to review the instruction notices.

DW

7). **Re-cycling**

- 7.1). Performance update – FK reported that there had been a slight drop in recently, but was not concerned as this was in line with previous years.
- 7.2). St James' School paper waste – PS confirmed that the School does not get any money for the paper waste. Before we find a way of collecting

their waste into our bins, LW to check with Council that the waste is eligible for recycling credits.

LW

8). Any Other Business

8.1). Quiz Night 6th October – All members asked to put the date in their diaries to achieve maximum attendance and support from Committee Members. It was suggested that we find ways to raise more funds than has been achieved in previous years

ALL

8.2). IT Classes – LW reported that David Osborne had suggested that the IT Classes be re-instated. Unfortunately no Committee Members felt that they had the time to take on this activity. Furthermore it was agreed that this was not really the responsibility of the Committee. However should Villagers come forward wanting to organise this sort of activity then the Committee would give the appropriate cooperation.

8.3). Web links – BRCC is offering to put links to Village Hall websites on the BRCC site. It was agreed that we should take up this opportunity.

ROQ/RH

8.4). Bedfordshire Weddings website – BRCC advised of a new website promoting wedding venues. The committee felt that it would not be appropriate to spend funds advertising on this site.

8.5). Funding Fayre (14th June) – ROQ to consider whether to attend this.

ROQ

8.6) Portable testing by BRCC Services – DW to consider using in future.

DW

Meeting schedule:

Tue 1 st May	Liz & David – 17 Biddenham Turn
Tue 3 rd July	Biddenham Village Hall
Tue 4 th September	Fiona Kraus – 29 Biddenham Turn
Tue 6 th November	Biddenham Village Hall (after AGM)

Next Meeting – Tuesday 1st May 2007 8pm 17 Biddenham Turn

Signed (Chair) Date