

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at Biddenham Village Hall on Tuesday 3rd July 2007

Present:

Phil Inness (Vice Chair and Chairing the Meeting)	
Liz Watson (Treasurer)	Richard O'Quinn (Secretary)
David Watson (Technical Officer)	Heather Marks (Bookings Officer)
Terry Allen (Parish Council)	Bridget Cristofoli (Wives Group)
Phillippa Smith (Toddlers Group)	John Greengrass (Deputy Tech Officer)
Fiona Kraus (Recycling Officer)	Richard Harris (Asst Secretary)

1). Membership

1.1). Apologies for Absence – Richard Hall, Barry Lowe and Peter Carter.

1.2). Gardeners Club Representative - although Peter Carter has not been able to attend meetings this year, he has indicated his interest in remaining on the Committee and expects to be able to attend more meetings after September. He will sign the Deed of Understanding in due course.

ROQ/PC

1.3). Toddlers Group Representative – it is particularly important to have a representative from the Toddlers Group to ensure the needs and safety of children are fully considered by the Committee. PS to discuss with the Chair of the Group.

PS

2). Minutes of Last Meeting (1st May 2007)

These were approved by the Committee present 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). Finance

4.1). Accounts & Balances – NatWest Bank Account: £809
CAF (Charities Aid Foundation) Account: £11,479.

The above balances are after the payment of the recent drainage work including the receipt of the contributions from our neighbours.

LW passed around the financial books and bank papers for the Committee's inspection.

4.2). Energy Bills – Given the recent change in Electricity supplier LW to check that we are paying the special lower of VAT rate for Charities. **LW**

4.3) BRCC Energy Efficiency Workshop – it was agreed that this workshop was unlikely to be of significant enough learning for any of the Committee to attend. ROQ to request any documents that may be given out at the meeting. **ROQ**

4.4). Grants – ROQ and DW reported on their attendance at the Funding Fair held in the Corn Exchange. As well as being useful to obtain up to date information about the different organisations with funds available, it was helpful to receive face to face guidance from some of the managers of these organisations.

Of particular importance was the suggestion from the Project Manager at WREN. Given that we can only foresee a number of small projects that are likely to be eligible for funding, Emma Brooks suggested that we combine a number of small projects into one big project and make a single grant application. She advised that this might easier for all concerned and be more successful than making separate applications for the individual smaller projects.

She also stressed the fact that most funds will expect to supply only a percentage of the total project and that the remaining percentage must be supplied by another outside organisation (or organisations) and cannot be provided from BVH reserves. She also advised that applications to the various funds do not need to be made sequentially, but can be made all at the same time.

The Committee went on to discuss possible projects to be combined into one big project. Suggestions that came to mind included: toilet refurbishment, new chairs and repairs to the fabric of the barn stores & the building of a fire wall between individual stores. It was agreed that a more detailed discussion take place at the next meeting and members should try and consult others in the village to canvass opinion. **ALL**

4.5). Performing Rights Society – LW looked into the rules surrounding the PRS Licence and confirmed that one is definitely required.

4.6). Cleaner's wages – LW informed the meeting that the Cleaner's wages were last increased in January 2005. The meeting agreed an increase from £300 per month to £320. **LW**

5). Policy and Administration

5.1). Hire Agreement – a draft new agreement drawn up by a sub-committee of RHarr, ROQ, HM and BL was circulated prior to the meeting. Committee agreed to consider the draft outside the meeting and email any comments or changes to 4 sub committee members. In particular DW would review consistency with the Hall instructions and propose changes. **ALL**
DW

5.2). Booking Admin – HM confirmed that a new booking form was now in use which makes it easier for hirers to calculate the cost of their booking. This is proving effective in reducing errors and consequential extra workload.

- HM also reported that a new form would be drawn up for use for bookings from commercial hirers. **HM**
- 5.3). Website improvements – carry over **LW**
- 5.4). Website – alternative software (www.bournesoftware.co.uk) – ROQ informed the meeting of a village hall booking system available to licence at a reasonable cost. HM, LW and RHall to assess whether it could be an improvement on our current system. **HM/LW
RHall**
- 5.5). Fire risk review – DW circulated a revised action plan (attached) and updated the meeting with progress and immediate plans. DW confirmed that training of regular users had been completed, revised instructions and an escape plan had been drawn up.
- Work to be carried out, prior to or at the Summer Clean Weekend, include: fitting of fire alarms and smoke alarms; treating of curtains; fitting of an auto-closer on the kitchen door; gas cooker service; crash bar open mechanism on front door. DW estimates a cost of £750 using “villagehalloffers.co.uk”. This compares favourably to the costs quoted by Chubb of £1,100. The Committee approved the expenditure **DW**
- 5.6). Fire Regulations – insurance cover – RHarr reported that on inspection of our Insurance he could see no specific reference to Fire Regulations apart from our obligation to take good care of the building.
- 5.7). Smoke Free Regulation – ROQ confirmed that he placed “No Smoking” signs on the doors to ensure compliance of the new laws effective from 1st July. On checking the guidelines it is believed that the location of the outside ashtray, by the front door, complies.
- 5.8). Co-ordination with the Pavilion – TA reported back from the Parish Council that following the appointment of new management at the Pavilion a marketing sub-committee of the Parish Council has been formed and a plans include a new website.
- 5.9). Car Park use – ROQ circulated a draft of a letter to be sent to the Musselles. BC to ask her son for guidance on whether the content of the letter is appropriate. **BC/ROQ**
- 5.10). Health & safety – DW reported that he had satisfactorily completed the round of annual checks including examination of portable electrical equipment.
- DW also confirmed that he had walked the rights of way around the Hall.
- DW proposed that an inspection of the safety of the cooker be completed. **DW**
- 5.11). Village Plan consultation – DW reported that the newly appointed Parish Council are preparing a Village Plan and that a questionnaire would be distributed to all Villagers to identify important issues. The Committee agreed that it would be useful if some questions about BVH could be included. **DW**

5.12). BRCC Database permission – BRCC have requested an update on BVH details and permission to hold key Officers details on the Database. LW, HM and ROQ agreed to give permission. ROQ to liaise with RHall. LW to assist ROQ in filling out details form. **ROQ/LW**

5.13). Biddenham Bulletin – content for the September issue to include the Quiz Night, the Maintenance Weekend “Thank You”. Notice of the AGM to go in the October issue. **LW/PS
ROQ**

6). Improvements, building & maintenance

6.1). Summer clean weekend (4th & 5th August) – Volunteers needed. Notice to appear in Biddenham Bulletin and Leaflets are being distributed.

6.2). Oven cleaning – agreed that oven should be professionally cleaned at a cost of £70 plus VAT. **LW**

6.3). Floor re-varnish – agreed that this should be carried out professionally. DW to obtain quotes. **DW**

7). Re-cycling

7.1). Performance update – collections are still running at 5½ to 6 bins a time.

7.2). St James’ School paper waste – FK had discussed the plan to collect the School’s paper waste with the Head. As the school has no place to store the waste, FK to discuss arrangements once a new caretaker has been appointed. **FK**

Meeting schedule:

Tue 4 th September	Fiona Kraus – 29 Biddenham Turn
Tue 6 th November	Biddenham Village Hall (after AGM)

Next Meeting – Tues 4th Sep 2007 8pm 29 Biddenham Turn (FK’s)

Signed (Chair) Date

Action Plan to meet needs of Fire Risk Assessment

Section one short term in the next two months

Section two medium terms in the next six months

Long term by end of year

Description of what is needed	Who is responsible	When will it be done	Estimate of cost
Short term			
Fire assessment to be completed and approved by committee	Committee	Done	Nil
Agree action plan	Committee	Done	Nil
Fire Training	MO/EAW	Done	Nil
Medium term			
New instructions to users	MO	1 st September	Nil
Extra plans in hall	MO	1 st September	Nil
Plan of hall to users	MO/HM	1 st September	Nil
Inspect gas cooker	MO	1 st September	£200 est
Update fire plan	MO	1st September	Nil
Above changes to be made after installation of new equipment.			
Install fire warning system	MO	MW	£112
Remove paints from store cupboard	MO	MW	Nil
Treat Curtains	EAW	MW	£75
Seal old air vent	MO	MW	Nil
Upgrade fire doors	MO	MW	£50
Smoke Alarms	MO	MW	£24
Emergency Lighting	MO	MW	£100
Fix cages round gas fires	MO	MW	£200 est
Panic bar on front door	MO	MW	£70
Automatic fire door release	MO	MW	£108
Long Term			
Cost and decide on paper store wall	Committee	31 Dec	£TBD

Key

EAW Liz Watson

MO Maintenance Officer

HM Heather Marks

MW Maintenance weekend

Costs based on firm quotes unless indicated and exclude VAT

Updated 21/6/2007