

## BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

### Minutes of Meeting held at 29 Biddenham Turn on Tuesday 4<sup>th</sup> September 2007

#### Present:

Rich Hall (Chair)	Richard O'Quinn (Secretary)
Liz Watson (Treasurer)	Heather Marks (Bookings Officer)
David Watson (Technical Officer)	Barry Lowe (Asst Secretary)
Terry Allen (Parish Council)	Fiona Kraus (Recycling Officer)
Philippa Smith (Toddlers Group)	

#### 1). Membership

1.1). Apologies for Absence Richard Harris, Bridget Cristofoli, John Greengrass, Phil Inness, Peter Carter.

1.2). Toddlers Group Representative - carry forward

**PS**

#### 2). Minutes of Last Meeting (3<sup>rd</sup> July 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: £1566  
CAF (Charities Aid Foundation) Account: £11705.

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

4.2). 2006/07 Accounts and Usage - LW presented draft income and expenses statement and a schedule of hall usage for the year ending August 07. Final Accounts will be presented at the AGM,

Income was up substantially, however with expenditure at £17.1k we had a deficit of in the year. The reason for this was the high level of improvements (£7.9k) in particular the drain repairs, new hall heater and dishwasher.

Usage at 630 uses was the highest since records began. With the price increase in September 2006, hire receipts increased to £13.5k (up from £11.9k last year). This is a credit to all involved and the policy of not chasing bookings. Saturday evening usage remains at a sensible 22 with only 5 of those from outside the village.

4.3). 2007/8 Improvement Plan – DW presented a summary of

improvements for 06/07 and proposals for 07/08 (see attached).

Firm proposals were made for re-varnishing the main hall floor together with the purchase of a floor polisher and final works identified from the fire risk review.

Other works for consideration included major projects like toilet refurbishment, cooker hood, chair replacement, flooring (other than main hall) replacement and barn store refurbishment in particular wall repointing.

BL suggested that maybe we should be exploring energy saving ideas such as solar panels.

- 4.4). Grants – following the discussion on improvements it was agreed that grant funding should be investigated to cover costs of: toilet, entrance and corridor refurbishment; cooker hood; and barn store wall repointing. **ROQ/BL/DW**
- 4.5). Energy Bills – LW confirmed that the VAT rate charged on our electricity bills is only 5%.
- 4.6). BRCC Energy Efficiency Workshop – as BVH were unable to send a representative to the recent workshop ROQ confirmed that he requested copies of any notes issued, but these have not been forthcoming. ROQ to chase **ROQ**
- 4.7). Insurance – ROQ reported that he had received details from a new company providing specialist insurance to village halls. Details to be passed to RHarr. **ROQ**
- 5). Policy, Administration and Procedures**
- 5.1). Hire Agreement – progress with revised agreement – HM confirmed that changes had been made to the booking forms including the wording of the declaration (see attached).  
Introduction of the new agreement to be carried forward. **RHarr/ROQ/HM**
- 5.2). Booking Admin – HM reported that activity had been quiet over the summer months.
- 5.3). Website improvements LW confirmed that the agreed changes had been carried out. With regard to a re-write of the site, Rhall to consider whether this is something he could take on over the winter months. **RHall**
- 5.4). Website – alternative software ([www.bournesoftware.co.uk](http://www.bournesoftware.co.uk)) The considered opinion of HM, LW and Rhall was that this software provided considerably more functionality than we needed and consequently would involve more work rather than reduce work. No further action required.
- 5.5). Fire risk review – DW updated the meeting on the action plan (attached to July's minutes) and reported that most of the items planned for the Maintenance Weekend were successfully carried out.  
Actions Outstanding now include Instructions (see below), gas cooker inspection, emergency lighting, gas fire cages and paper store fire wall.

- 5.6). Instructions to Users – DW reported that, as a result of both the Fire Risk Review and the proposed improvements to the Hire Agreement, instructions to users have now been separated into 2 – Operating Instructions and Emergency Instructions together with a Hall Plan (see attached).
- DW to look into getting a better hall plan drawn up. **DW**
- Reference to compliance with the instructions to be included in the Users’ declaration on the booking form. **DW/HM**
- 5.7). Smoke Free Regulations - ROQ reported on 2 pieces of advice given by the BRCC.
- Firstly we should ensure that we have the appropriate wording in the hire agreement **RHarr**
- Secondly, given that smokers are likely to take drinks outside when smoking, that we should ensure that consumption of alcohol outside the premises is allowed under our Premises Licence. **ROQ**
- 5.8). Car Park use - Following the advice kindly provided by BC’s Son, ROQ proposed to the meeting that we now proceed with using professional lawyers to draw up the appropriate agreement and that BVH must bare the costs. This was agreed by the Committee, however ROQ was tasked with trying to minimise the cost by enlisting the cooperation of the chosen law firm to provide their services at a charitably reduced rate. **ROQ**
- 5.9). Health & safety – DW reported that no accidents had been reported in the Accident Book.
- DW also reported that all the regular inspections had been satisfactorily carried out.
- The new, recently installed, alarm is faulty and a replacement is on its way from the supplier. The emergency door closer on the kitchen door is proving to be a real winner.
- 2 wasps’ nests were discovered in the roof space and were professionally removed at a cost of c£70.
- DW plans to arrange inspections of the fixed electrical equipment. **DW**
- DW also advised that a review of the Health and Safety Plan should be carried out over the next year. DW predicted that not many actions would result. **DW**
- 5.10). Biddenham Bulletin - ROQ to submit an “Ad” promoting the AGM in the October issue. PS to draft an article highlighting the many uses of the Hall for the November issue, this will be distributed to every home in the Village. **ROQ**  
**PS**
- 6). **Improvements, building & maintenance**
- 6.1). Summer clean weekend (4<sup>th</sup> & 5<sup>th</sup> August) – DW and LW reported that

this had been very successful with the best turnout so far with about 12 helpers turning up. Consequently all work was successfully completed on the Saturday.

LW reported that a new green bin had been purchased and was stored in outside store cupboard, now cleaned out and secured with a lock

6.2). DW advised that the main Hall floor would be re-varnished in the October half term break. **DW**

**7). Re-cycling**

7.1). Performance update – FK reported that, as expected, collections dipped in August but have recovered back to 6 bins in September.

7.2). St James' School paper waste - carry forward **FK**

**8). Any Other Business**

8.1). Parking in Nodders Way by school staff was discussed and explained by the building works being carried out at the school.

8.2). Quiz Night –LW/HM will make the main courses, ROQ/BL will organise the Bar. Further help required with food prep and table laying. **ALL**

8.3). Thanks expressed to Fiona for hosting of the meeting and refreshments.

Meeting schedule:

Tue 6<sup>th</sup> November      Biddenham Village Hall (after AGM)

Next Meeting – Tues 6<sup>th</sup> November 2007 after AGM in BVH

Signed ..... (Chair)      Date .....

# **BIDDENHAM VILLAGE HALL**

## **2007/2008 IMPROVEMENTS**

### **LAST YEAR**

New electric heater in entrance hall	1921
New dishwasher	2326
Repair drains	2787
Work following fire risk review	429
Insulation in roof	360
Vacuum Cleaner	<u>94</u>
TOTAL	7917

### **PROPOSED FOR THIS YEAR**

Sand and reseal floor	1500 (1)
Floor polisher	500 (2)
Cages for fires in main hall	625 (3)
Install emergency luminaire	<u>50</u> (2)
TOTAL	2675

(1) 2 quotes, £1550 and £ 1224

(2) Estimate

(3) Quote

### **OTHER WORK FOR CONSIDERATION**

New spotlights	100	
Timer for noise limiter	250	
New automatic radiators in loos	500	Temperature/timer controlle
Cooker hood	3000	
Firewall in paper store	500	
Refurbish ladies and gents toilets	4000	
Refurbish barns—possible alternative use	??	
Replace/upgrade chairs	2500	
Replace/upgrade floor in entrance hall	2000	(Mar 02, £1500)
Replace/upgrade floor in annex	1750	(Dec 02, £1200)
Replace/upgrade floor in kitchen	1500	(July 03, £1000)

DRW 1/9/2007

**CONFIRMATION OF BIDDENHAM VILLAGE HALL BOOKING (Residents)**

This is to confirm the booking of the Biddenham Village Hall in the name of:

.....

Day of Hire:            Date of Hire:  
                                 Session time:

**Purpose of Hire:**

Glasses: **N**    Cutlery: **N**    Licence Agreed: **N**    Use of dishwasher: **Y**  
                                 Use of Public Address System: **N**

I acknowledge receipt of:

**Please ensure that you have read and will abide by the Terms and Conditions of Hire as seen on our website: [www.biddenhamvillagehall.org.uk](http://www.biddenhamvillagehall.org.uk). or telephone the Booking Officer for a copy. Always ensure that the Hall is left in a clean and tidy state, hired equipment etc. is removed from the Hall and no damage or noise nuisance has been caused.**

We do not normally request a deposit from residents of Biddenham but proof of residence may be requested. Please collect the keys from:

**The Three Tuns pub during opening hours, up to 24 hours before your booking.**

The Pub will be expecting you. It is important that you return the keys to the Pub immediately after you have locked the Hall. Failure to do so will incur a penalty of £10 and may jeopardise future bookings.

Signed: HM MARKS

Date:

**PLEASE KEEP THIS CONFIRMATION**

## **BIDDENHAM VILLAGE HALL---OPERATING INSTRUCTIONS**

The maximum seating capacity of the Main hall is 80, and for the whole hall 120.

### **Fire**

**NO SMOKING, NAKED FLAMES OR FLAMMABLE SUBSTANCES ARE ALLOWED IN THE HALL.**

**DECORATIONS MUST NOT BE PLACED NEAR OR TIED TO LIGHTS OR THE GAS HEATERS.**

There are copies of the emergency procedures in the hall, kitchen and in the entrance hall.

This includes a plan of the hall showing the location of fire exits, fire doors and fire extinguishers.

You should point out the location of the fire exits to your guests/other users of the hall before any event begins.

Emergency exit signs must be switched on at all times.

You must ensure that fire exits in are not blocked or obstructed at any time both inside and outside the hall in the car park.

To stop the fire alarm, push the small black plastic key (on the chain next to the alarm) into the hole at the base of the call point (marked with an arrow) and push up until the alarm stops.

There is an automatic fire door closer on the door between the kitchen and the main entrance. To keep the door open, push the grey plunger down when the door is fully open. To release the door push the plunger towards the door. The plunger will release automatically when the fire alarm sounds and the door will close.

### **Electrical Equipment**

*Visually check all electrical equipment before use.*

*Do not attempt to use or repair faulty Village Hall equipment and report all faults to the Maintenance Officer.*

*When light bulbs fail, the associated LCD will trip, and can be reset if necessary. In the event that faulty equipment is used in any of the sockets in the hall, the RCD will trip. You can reset this but you must stop using the equipment if any RCD trips more than once. The position of LCD's and RCD's are shown on the plan of the hall that accompanies the emergency instructions. (There is a key to unlock the cupboard in the main hall on a chain above the cupboard).*

*Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.*

### **Gas Appliances**

#### **Cooker**

There are instructions for using the cooker on the wall—please read and adhere to them carefully.

Do not force the cooker knobs.

Do not cook with fat.

Never leave the cooker unattended, and turn off when not in use.

#### **Heaters**

Before use, check that pilot light is alight, and pull the “ON” chain down.

If the heater does not light within 5 seconds pull the OFF chain fully down and do not attempt to relight the heater.

To turn the heater off, pull the “OFF” chain fully down. The pilot light will stay lit

#### **Dishwasher**

If you are going to use Village Hall glasses or plates and cutlery we would prefer you to use the dishwasher. Please arrange a time to for a member of the committee to teach you how to use it.

#### **Noise**

A sound limiter has been installed to ensure that noise levels are not excessive.

If possible, please keep windows and the entrance doors closed when music is being played. Extra ventilation can be obtained by opening the windows in the roof (opened by using the ropes upstairs).

Fire exits must be kept closed at all times.

Please keep noise levels down outside the hall e.g. in the car park particularly during and at the end of functions.

#### **General**

Do not use the ladders

#### **When You Have Finished**

1. Stack all chairs neatly under the stairs in the annex. Please stack them with the backs outwards so that they can be easily moved with the chair trolley.
2. Fold up any tables used and stack them against the wall in the annex.
3. Leave the hall in a clean and tidy condition, including sweeping the floor (brushes are in the broom cupboard next to the toilets).
4. Ensure that the work surfaces, oven, heater cabinet and fridges are left clean.

#### **Leaving**

**Switch off all lights, water heaters and the electric heater in the entrance hall**

**Turn off all gas appliances—heaters in the main hall and cooker in the kitchen**

**Ensure all windows are closed and please lock the door**

Thank you

Village Hall Committee September 2007

Registered Charity No. 300004

## BIDDENHAM VILLAGE HALL

### EMERGENCY PROCEDURES FOR ACCIDENTS, FIRE AND GAS LEAKS

#### If You Discover a Fire (No matter how small)

- Immediately raise the alarm by pushing the black circle on the fire alarm. The alarm is situated in the entrance hall on the wall just next to the kitchen door
- Ask people to leave the hall using the exit(s) furthest away from the fire and to assemble in the car park of the Three Tuns
- If you bolt the front door for security reasons, ensure it is opened if it is the best exit to use
- Shut fire doors, including the kitchen hatch—the fire door between the kitchen and the entrance hall will shut automatically
- Telephone the emergency services (nearest phone is on the road at the end of the car park).
- Attack the fire if possible, only if you know how to use the appliances provided, but without taking personal risk.
- Once you are sure everyone is safely out of the building shut all external doors.
- Ensure clear access for the emergency vehicles.

#### On hearing the fire alarm or being told there is a fire

- Don't panic!
- DO NOT STOP TO COLLECT BELONGINGS.
- Immediately leave the building by the nearest exit (see plan overleaf), and encourage/help others to do the same
- Assemble in the car park of the Three Tuns public house.
- Telephone the fire brigade

(There is a 'phone box on the corner of Nodders Way & Main Road)

#### **Gas Leaks**

- If you smell gas—do not try to identify the source of the leak.
- Evacuate the hall immediately, using the fire doors if necessary,
- Turn off the gas at the meter (in the fuse cupboard—see plan overleaf)
- Put out naked flames—do not turn electrical switches on or off.
- Open windows and doors but ensure no one re-enters the hall
- Immediately contact British Gas-emergency number 0800 111 999, and follow instructions
- Inform the maintenance officer (345028). If the MO is not available, please ensure that someone remains at the hall to prevent anyone going into the hall and to give access to BG emergency personnel, who will arrive within one hour.

#### **First Aid/Accidents**

There is a first aid box in the kitchen.

South Wing in Bedford is the nearest hospital with A & E facilities.

#### **Reporting**

If there is an accident or incident of any type please inform either the booking officer or Maintenance Officer (David Watson 345028). Depending on the seriousness of the accident a report form may be required.

See over for a plan of the hall showing emergency equipment, main gas valve and electricity LCD's and RCD's

1/9/2007

