

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at Biddenham Village Hall on Tuesday 6th November 2007

Present:

Richard Hall (Chair)	Phil Inness (Vice Chair)
Liz Watson (Treasurer)	Richard O'Quinn (Secretary)
David Watson (Technical Officer)	Heather Marks (Bookings Officer)
Terry Allen (Parish Council)	Bridget Cristofoli (Wives Group)
Philippa Smith (St James' School)	Barry Lowe (Asst Secretary)
Richard Harris (Asst Secretary)	Fiona Kraus (Recycling Officer)
John Greengrass (Dep Tech Officer)	

1). Membership

- 1.1). Apologies for Absence – there were none.
- 1.2). Deed of Understanding – this was signed by all present.
- 1.3). New Members – PS reported that the Toddlers Group would appoint a Representative in due course.

PS

ROQ reported that Peter Carter has resigned as the Gardeners Association Representative to be replaced by George Metcalf who was likely to join the Committee from the January meeting.

2). Minutes of Last Meeting (4th September 2007)

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). Finance

- 4.1). Accounts & Balances – NatWest Bank Account: £3,262
CAF (Charities Aid Foundation) Account: £11,854.

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

HM questioned the high level of balances. ROQ confirmed that a policy was set at the 2005 AGM and has been maintained since, whereby balances should cover the cost of planned repairs and maintenance plus a Reserve of around £10,000. The Committee believed this to be a prudent amount to have at the Committee's disposal should very major repairs become necessary.

LW went on to confirm that generally the majority of the balance was held in the CAF account to maximise interest earned.

- 4.2). Re-cycling Credit – subsequent to a previous email, LW confirmed that we had not received the latest re-cycling credit from the Council. On enquiry an officer at the Council advised LW that the whole matter was under review. LW had consulted Councillor Gwynne Jones who was now looking into it the matter on our behalf. **LW**
- 4.3) Quiz Night – LW reported that the Quiz Night had been a great success and more importantly £765 was raised, more than double previous years. An expression of thanks was made to all those who helped – those on the Committee and others.
- 4.4) Grants – ROQ to meet with BL to agree which applications would be made. DW advised that work would be planned for the Summer given the high level of bookings at all other times of the year. **ROQ/BL**
- DW also reported that the Borough Council had funding available but that the next round of applications needed to be made within the next week.
- Most funding organisations are keen to make grants to projects which benefit the environment. The Committee agreed that BVH should produce its own Environmental Plan. HM will approach Lucy Rosser for advice. All to consider who would best to “champion” the cause on the Committee. **HM**
ALL
- 4.5). Premises Licence – ROQ advised that he had received a letter advising of the annual charge for the Premises licence and asked LW to look out for the invoice. **LW**
- 4.6). 2007/8 Improvement Plan. – DW reported that a number of actions were now progressing – see section 6 below.
- 4.7). Rates – LW advised that a demand for Rates had been received. In line with previous years LW will apply for Mandatory and Discretionary Rate Relief. **LW**
- 5). Policy, Administration and Procedures**
- 5.1). Hire Agreement – ROQ and RHarr advised that no further progress had been made since DW had proposed changes to the Agreement, Hirer Instructions and Emergency Instructions to reduce duplication. ROQ/RHarr/HM to meet within the next 2 weeks and to circulate a final draft without further delay. **RHarr/ROQ**
HM
- 5.2). Booking Admin – To ensure that Hirers have every opportunity to see the new Hirer Instructions and Emergency Instructions it was agreed that both documents would be included with the Booking Form, as one single PDF. In addition both Instructions would be available on the site as a separate PDF. **HM**
- RHall to check progress of the Hall Plan kindly being drawn up by his son, Will. **RHall**
- HM informed the Committee that she was incurring telephone costs on her household account. It was confirmed that HM was entitled to reclaim such expenses. **HM**

- 5.3). Change to “intention to book” – HM reported that confusion is sometimes resulting from the “intention to book” facility on the website. Some Hirers believe their request is firm and take their time in sending their cheques. Any subsequent firm bookings take priority and leave the original intended Hirer disappointed. HM proposed, and the Committee agreed, that the facility be removed. **HM/LW**
- 5.4). Website improvements – carry forward. **RHall**
- 5.5). Fire risk review – DW reported on the action plan status.
- Gas cooker service to take place this week; gas heater cages need to be organised; emergency lighting to be arranged. **DW**
- With the completion of these works all of the Action Plan, apart from the building of a fire wall between the paper and adjoining stores, will be completed.
- The Committee discussed the subject of the paper store and agreed that the building of a new fire wall was not necessary and did not constitute good use of BVH funds. No further action to be taken.
- 5.6). Smoke Free Regulations - ROQ reported recent advice received from Sue Norman at BRCC. Firstly, BRCC suggests that hire agreements should include a clause relating to the new Smoke Free Regulations. The Committee agreed that this should be done. Secondly, that consideration should be given to whether a smoker outside consuming alcohol is allowable under the existing Premises Licence. **RHarr**
- ROQ advised that our current Premises Licence did not cover the consumption of alcohol outside. The Committee felt that applying for a variation to the Licence to permit consumption of alcohol outside was likely to be turned down by the Council. ROQ to approach Sue Norman to counsel her advice. **ROQ**
- 5.7). Car Park use – Carry forward **ROQ**
- 5.8). Health & safety – DW reported that no actions were necessary following the completion of his monthly & quarterly safety checks. Furthermore, no accidents had been recorded in the Accident Book.
- 5.9). Biddenham Bulletin – RHall agreed to write a précis of his Chair’s Report for a forthcoming Bulletin. **RHall**
- 6). **Improvements, building & maintenance**
- 6.1). Floor re-varnish - DW advised that sanding and application of 3 coats of varnish would proceed next week at a cost of £1,224. Better than any recent previous re-varnishing exercises, floor should not need re-sanding for 15 years, but will need intermittent treatment.
- 6.2). Floor Polisher – as a consequence of above, DW advised that we need to proceed with the purchase of the polisher at a cost ranging from £200 for 2nd hand to £600 plus VAT for brand new. As the Polisher would be used on a weekly basis, the Committee agreed that buying a 2nd hand one would be false economy and agreed to purchase new. **DW**

- 6.3). Cages to guard the gas heaters – DW advised that he could not find a better quote than the existing one of £625. It was agreed to proceed. **DW**
- 6.4). Emergency Lighting - DW advised that plan to install emergency lighting, as identified in the Fire Risk Action Plan, was going ahead. **DW**
- 6.5). Other – apart from the other actions on the Improvement Plan, the refurbishment of the wooden ceiling was discussed. It was agreed that this should be added to the longer term wish list. **DW**
- 7). Re-cycling**
- 7.1). Performance update – FK reported that collections remained at 6 full bins.
- 7.2). St James' School paper waste – FK would approach the new Caretaker now that he will have settled in. It was agreed that BVH could provide yellow rubbish bins, or similar, if required. **FK**
- 8). Any Other Business**
- 8.1). LW advised that she has printed a new flyer promoting the Village Hall.

Meeting schedule:

Tue 8 th January	Heather Marks – 27 Biddenham Turn
Tue 4 th March	Biddenham Village Hall
Tue 6 th May	Rich Hall – 4 Observer Close
Tue 1 st July	Biddenham Village Hall
Tue 9 th September	Phil Inness – 36 Days Lane
Tue 4 th November	Biddenham Village Hall (after AGM)

Next Meeting – Tues 8th January 2007 8pm 27 Biddenham Turn

Signed (Chair) Date