

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at 27 Biddenham Turn (Heather's) on Tuesday 8th Jan 2008

Present:

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

1). Membership

1.1). Apologies for Absence - Phil Inness

1.2). The Committee welcomed George Metcalf as the new Gardeners Association representative. George to sign the Deed of Understanding before the next meeting

GM/ROQ

1.3). Toddlers Group Representative – PS believed that a new representative would be attending the next meeting.

2). Minutes of Last Meeting (6th November 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: £3979
CAF (Charities Aid Foundation) Account: £11854

LW advised that she would transfer monies out of the current account into the CAF account to maximise interest received.

LW

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

4.2). Re-cycling Credit – LW reported that the Council has assured her that we would be paid our overdue and future re-cycling credits. Whilst the Council is still reviewing the policy with regard to bigger charities, payments to our size of charity are understood to be under threat.

LW

4.3). Grants – ROQ to review the available information (obtained by DW and ROQ at the BRCC Funding Fayre last year) and establish the timescales and booking deadlines for the various source of funding. ROQ to liaise with BL as appropriate.

ROQ

- 4.4) Environment Plan - the importance of producing an EP was discussed, with the Committee agreeing that it was important that, whilst we believe that we are good stewards of the BVH facility, it was also important to be doing that in a way that was good for all our futures. Furthermore having a clear Plan would support our grant applications.
- HM reported that Lucy Rosser was about to be off work for a period and was hoping to be able to help us with our EP during that time.
- PS kindly volunteered to take on responsibility for progressing the EP. **PS**
- 4.5). Rates – LW advised that she had now received notification of our Rates and that, consistent with previous years, she had applied for rate relief. **LW**
- 4.6). Insurance – RHarr reported that the Hall insurance renewal had been received from Allied Westminster and at £1,178 was higher than last year by £27 (a significant reduction had been achieved last year by changing insurer and bringing down the cost from c£1,500 to £1,151). The Committee agreed to go ahead and renew with Allied Westminster. **RHarr**
- 5). Policy, Administration and Procedures**
- 5.1). Hire Agreement – a revised draft was circulated prior to the meeting. DW believed that the new draft still contained too much duplication with the Hall Instructions. The meeting confirmed that the intention should still be to minimise duplication. The rather complicated clause regarding Insurance was also discussed with some Members feeling that it was unnecessarily complicated. ROQ, RHarr and DW to meet to progress to a final draft as soon as possible. **RHarr/ROQ
DW**
- 5.2). Booking Admin – HM reported that she had a relatively uneventful 2 months and confirmed that the agreed changes had been made to the confirmation forms for residents and non residents.
- HM confirmed that the “intention to book” option had now been removed, as agreed at the last meeting.
- It was agreed that on the documentation where hirers apply to use the Alcohol Licence the phrase “must be known to Committee” should be in bold. **HM**
- 5.3). Instructions - RHall distributed a Hall Plan kindly prepared by his son Will. This, following some minor changes, will be combined with the revised instructions prepared by DW. Given the action from 5.1 above DW to carry out one last review of the instructions to include areas currently covered in the Hire Agreement that would be better placed in the Instructions. Once finalised they will be published on the website and in the Hall. **DW**
- 5.4). Website improvements – carry forward **RHall**

5.5). Smoke Free Regulations – as advised by BRCC an appropriate clause will be added to the hire agreement, the issue will be dealt with in the Licensing Instructions and consideration will be given to placing a suitable sign outside the entrance door. RHarr
DW

5.6). Car Park use – ROQ reported that he had spoken to Graham Humphrey in December to ask if it was possible for him to advise on the matter at a reasonable cost to BVH. Graham agreed to give it his consideration. In an email just received from Graham he confirmed that he had would still consider the matter but had not yet had the chance. ROQ to progress. ROQ

5.7). Health & safety - monthly & quarterly inspections all carried out with all in order. Kitchen drain became blocked over the Christmas period and now seems fine. DW does not believe that this is likely to be a recurring problem.

No incidents have been reported in the Accident Book. During the meeting the annual check of Accident Book was completed.

DW reported that following the service of the gas cooker, we had been issued with a Corgi 'At Risk' notice because ventilation and extraction facilities were insufficient. DW to investigate options to bring facilities up to required standard. DW

5.8). Biddenham Bulletin – RHall to write up a summary of his Chair's report for the February Bulletin. RHall

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

6.1). Flooring – now that the floor has been re-varnished, the agreed purchase of the Floor Polisher needs to be completed. DW still researching to decide on the best option. DW

6.2). Heater Cages – these have now been successfully installed.

6.3). Emergency Lighting – this is the only remaining action from the Fire Rick review. DW

6.4). Lighting – with the Government's phasing out of old style light bulbs we will face difficulties in maintaining the current main hall lighting. The Committee agreed that the flexibility of this current lighting was a key virtue of the Hall's attractiveness to hirers. Agreed that a lighting project should be added to the Improvement Plan and it was accepted that professional advice may be needed. DW

6.5). Major Plan – following the above the immediate plan includes the refurbishment of the toilets and the hallway leading to the toilets and ceiling lighting. DW

Future projects could include refurbishment to the annexe, the entrance hall and replacement of chairs

7). **Re-cycling**

- 7.1). Performance update – FK reported that collections are continuing at the normal level of 6 bins.
- 7.2). St James' School paper waste - FK will follow up with the new caretaker. **FK**
- 7.3). Commercial waste - Jayne Beard asked HM if we would like her to place her shredded business waste in the bins. HM to thank her for kind offer but politely decline as this would be in breach of the rules of the re-cycling credit. **HM**
- 8). Any Other Business**
- 8.1). Pavilion booking – We have been asked if BVH would take on a commercial booking on 13th April that the Pavilion cannot now fulfil. Although commercial bookings are against the booking policy the Committee agreed to take the booking to assist the Pavilion. **HM**

Meeting schedule:

Tue 4 th March	Phil Inness – 36 Days Lane
Tue 6 th May	Rich Hall – 4 Observer Close
Tue 1 st July	Biddenham Village Hall
Tue 9 th September	To be agreed, possibly Phil Inness – 36 Days Lane
Tue 4 th November	Biddenham Village Hall (after AGM)

Next Meeting – Tues 4th March 2008 at 8pm 36 Days Lane

Signed (Chair) Date