

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at 36 Days Lane (Phil's) on Tuesday 4th Mar 2008 at 8pm

Present:

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

1). Membership

- 1.1). Apologies for Absence – Richard Hall, Heather Marks, Richard Harris
- 1.2). The Committee welcomed Tracy Matthews as the new Toddlers Group representative. Tracy to sign the Deed of Understanding before the next meeting.
- 1.3). George Metcalf signed the Deed of Understanding at the start of the Meeting.

TM

2). Minutes of Last Meeting (8th January 2008)

These were approved 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: £2,646
CAF (Charities Aid Foundation) Account: £13,513.

LW confirmed that she transferred monies from the current account into the CAF account to maximise interest received.

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

LW informed the meeting that we are now being charged considerably more for our Gas. LW to pass recent bills to ROQ who will conduct a similar review as last year.

LW
ROQ

- 4.2). Re-cycling Credit – LW reported that the overdue credit had been paid and the latest credit was paid more promptly than usual.

- 4.3) Hire charges – LW proposed that charges should be increased with effect from Sep 08. The Committee agreed particularly in light of increased costs and the recent improvements made to the Hall. LW to propose new rates at next meeting. **LW**
- 4.4) Grants – ROQ and DW will be attending a forthcoming BRCC evening on Grants. **ROQ/DW**
- 4.5). Environment Plan – Lucy Rosser has kindly produced a checklist of aspects that should be considered when drawing up our Plan. DW had obtained some useful background reading and PS had found some useful info on through Google. The planned refurbishment of the toilets was thought to be a positive move given the potential for water and energy savings. To be progressed. **PS**
- 4.6). Rate relief application– LW reported that initially the Council had rejected our application for the final 20% rate relief due to the level of our bank balances. LW referred the Council to our Reserves Policy and successfully gained the full 100% rate relief for the 3 years to March 2011. LW passed the documentation to ROQ for the files.
- 4.7). Regular users invoicing – LW advised the Committee that the current policy is to bill regular users in arrears. With some Hirers, late payment was proving to be a problem. LW proposed, and the Committee agreed, that a new policy be adopted where charges will be levied part way through a hiring period. This effectively will mean that part of the charges will be in arrears and part in advance. **LW**
- 4.8). Booking Officer's expenses – it was agreed at a previous meeting that HM was entitled to reclaim telephone expenses incurred in her duties. Due to the complexity of reliably identifying the appropriate costs from HM's personal telephone account the Committee agreed to make a token payment to HM of £10 per month. It was recognised that this was likely to represent only a proportion of the true costs incurred by HM. **LW**
- 5). Policy, Administration and Procedures**
- 5.1). Hire Agreement – ROQ agreed to take on responsibility for revising the Agreement, removing duplication with the Instructions issued to Hirers. **ROQ**
- 5.2). Booking admin – HM will be on holiday for 3 weeks from 7th till w/c 21st March. Whilst Heather's daughter has kindly agreed to cover for most of the time BC agreed to cover for the final days. **BC**
- 5.3). Website improvements - carry over. **RHall**
- 5.4). Consumption of alcohol outside – DW to place a sign outside advising users that consumption of alcohol is not permitted. **DW**
- 5.5). Car Park use – ROQ reported that Graham Humphrey has kindly agreed to look into the preparing the licensing agreement. ROQ to report back. **ROQ**
- 5.6). Health & safety – DW reported all inspections have been carried out and that any identified work has been completed.

- 5.7). Cooker extractor – DW reported on his further investigation into the matter of the Cooker and the need for an extractor. It seems that we are caught between two extremes – whilst BVH is not a commercial kitchen, neither is it simply domestic. DW to consider placing a new sign advising users to open windows whilst using the cooker and installing a CO sensor. **DW**
- It was agreed that the only way to resolve the issue was to seek independent professional advice. **DW**
- 5.8). Biddenham Bulletin – next article to cover the planned toilet improvements and the Environment Plan. PS kindly “volunteered” with possible inclusion in the May issue. **PS**
- 6). Improvements, building & maintenance**
- 6.1). Floor Polisher – DW confirmed that this had now been ordered at a cost of £640 + VAT. The appliance will wash and polish and can be used on all the Hall floors. **DW**
- 6.2). Emergency Lighting – this will be completed once other electrical work is required. **DW**
- 6.3). Hall plan – final amendments are being made. **DW**
- 6.4). Microwave – LW proposed, and the Committee agreed, the purchase of a microwave. **LW**
- 6.5). Extra microphone – members of the Gardeners Association continue to have problems with the use of the microphones and have suggested that a new one might be purchased. DW believes that the problems could be overcome with better instruction. DW to arrange with Peter Carter. **DW**
- 6.6). Small water heater – DW reported that this is not working. DW to investigate a replacement. **DW**
- 7). Re-cycling**
- 7.1). Performance update – apart for a big collection after Xmas, quantities are remaining at normal levels - between 5 and 6 bins.
- 7.2). St James’ School paper waste – FK has been talking to the site agent with a view to them emptying orange sacks of paper waste into the bins. **FK**
- 8). Any Other Business**
- 8.1). Biddenham Ball (30th May) – the Three Tuns is organising a charity Ball (in aid of St James’ School, the Village Rugby Club and others). The Committee agreed to allow the Hall to be used by the organisers for no charge given the key holding/handling service that the Three Tuns supplies to BVH for no charge.

8.2). Watson's Holiday – LW/DW will be on holiday from 14th March till 3rd April. JG and BL will be covering with ROQ in reserve.

JG/BL/ROQ

8.3). Pavilion – DW advised that the Parish Council was considering changing the status of the Pavilion, minimising the hiring to users outside the Village and focusing on sport and other recreational use by Villagers. The change was not expected to compete directly with BVH.

8.4). Maudie Winnington-Ingram – in response to LW's letter, on behalf of the Committee, to Maudie's family a letter of gratitude has been received from Maudie's son Charles. The letter will be placed in the Minutes file.

ROQ

Meeting schedule:

Tue 6 th May	To be confirmed
Tue 1 st July	Biddenham Village Hall
Tue 9 th September	Watson's – 17 Biddenham Turn
Tue 4 th November	Biddenham Village Hall (after AGM)

Next Meeting – Tues 6th May 2008 at 8pm To be confirmed

Signed (Chair) Date