

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at 17 Biddenham Turn (Liz & David's) on Tuesday 6th May 2008

Present:

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

1). Membership

- 1.1). Apologies for Absence Richard Harris, Tracy Mathews, Bridget Cristofoli
- 1.2). Deed of Understanding – although TM was unable to attend the meeting she has confirmed that she is willing to sign the deed of understanding.

TM/ROQ

2). Minutes of Last Meeting (4th March 2008)

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: £3,521
CAF (Charities Aid Foundation) Account: £.13,682
LW advised that she had just made a transfer from NatWest to CAF to gain more interest.
- 4.2). Energy supplier review - carry forward
- 4.3). Hire charge increase – LW proposed changes (attached) to the residents/commercial and non residents charges but with no increase for village organisations. HM believed that the market could take such increases and LW believed that this would leave BVH rates quite competitive. The Committee agreed the increases to be implemented from September 2008.
- 4.4). Grants – ROQ/DW reported that their attendance at the recent BRCC presentation had been useful. It was agreed that grant applications should be made for the project to refurbish the toilets and bar area. ROQ/DW judged that this could be successful on the grounds of improving the facilities for the community and more importantly improving the environmental effect.

ROQ

LW

The main grant application would be made to Wren (who can grant up to 90% of an application) with the rest coming from other grant awarding organisations (could be the Parish Council). Additionally part of the cost of any project could be provided from BVH reserves. Before any grant application can be made we will need to prepare full project plans.

The Committee agreed that we should proceed with drawing up a plan for full re-modelling of the toilet and bar area making grant applications and should these not be successful we could proceed with a simple refurbishment. A floor plan was passed round and any ideas for the re-modelling should be passed to DW. A sub-committee would then be formed to hold site planning meetings.

**ALL
DW**

4.5). Environment Plan – The Committee expressed their thanks to Lucy Rosser for her work on drafting a policy statement. Philippa circulated a first draft implementation plan and suggested that an audit should be carried out and then reviewed annually. PS to produce a revised plan and circulate for comment

PS

4.6). Regular users invoicing – LW to advise of changed policy to users at the same time as advising of the hire charges increase.

LW

4.7). Poor of Biddenham Charity – DW advised that it was still expected that this charitable fund will be closed and the funds passed to BVH (as the only other charity associated with the Village) with no strings attached to the use of the monies.

5). Policy, Administration and Procedures

5.1). Hire Agreement – ROQ circulated a revised (and close to final) draft prior to the meeting. Agreed that the capacity of the Hall should be included. Other comments to be provided to ROQ by 12th May.

**ROQ
ALL**

5.2). Booking Admin - Update - HM advised that she had nothing exceptional to report.

Regular user confirmation forms – HM had made some further changes to these forms and these would be sent with the hire charges increase letter to regular users.

HM

5.3). Website improvements – RHall reported that he had done some more work on the main aspects of the site which would be easy to complete but that replicating the booking system would prove more difficult.

The most pressing change required was to produce more sections for the uploading of documents. A wish list to be produced and considered.

**LW/HM
RHall**

5.4). No alcohol outside sign - carry forward

DW

5.5). Car Park use – the Committee expressed their thanks to Graham Humphrey for preparing a draft licence which ROQ attached to the Agenda. Although the draft answered the brief, DW suggested that the Neighbour's use of the driveway access to their property should also be included in the Licence. ROQ to investigate further, including any clauses in the Deeds and consult Graham Humphrey for further advice.

ROQ

- 5.6). Health & safety - DW confirmed that monthly and quarterly checks had been completed and identified work carried out. Fire Extinguishers have also been inspected.
- DW advised that gas appliances are to be inspected and also portable and fixed electrical equipment. DW
- DW advised that the annual check had not been carried out. DW to investigate finding a suitable person to carry this out and will consult Sue Norman for possible suggestions. DW
- Fire Risk Review – DW tabled that we should consider the Fire Risk Review now that a year had passed since the initial Review. He advised that 2 actions remained outstanding – emergency lighting would be fitted the next time electrical work is undertaken and operating/emergency instructions were being revised and would be published. DW advised that no significant changes had been made to the Hall or in its use. Consequently the Committee agreed that the existing Review stands unchanged. DW
- DW also advised that we needed to update our HSE policy, but given the work recently done on the fire risk review, this should not cause any particular problems.
- Cooker Extractor – DW advised that ventilation instructions had been placed by the Cooker. A qualified advisor still needed to be found. DW
- 5.7). Biddenham Bulletin – PS confirmed that she was happy to prepare the next article covering the Environment Plan and the ideas for re-modelling the toilets and bar area. PS
- 5.8). Charity Commission Return – ROQ advised that this would be carried out in the next month. ROQ
- 6). **Improvements, building & maintenance**
- 6.1). Floor Polisher – this has now been purchased, is in regular use and is making a significant difference to the appearance of the floor.
- 6.2). Emergency Lighting – work pending other electrical work being required. DW
- 6.3). Hall Plan – this has now been completed.
- 6.4). Microwave – this has been purchased and is in use.
- 6.5). Small water heater – it was agreed that, as this is playing up, we should replace. The Committee believed that this method of water heating would comply with our impending Environment Plan as water is heated as it is needed rather than a whole tank being heated and not being fully used. DW expected the cost to be c£350 inc VAT and installation. DW to proceed and add to Instructions. DW

6.6). Microphone – DW advised that, following problems experienced by the Gardeners Association, he has identified a fault with the Receiver. DW is awaiting a quote for repair and has established that a new unit would cost c£400. It was agreed to proceed with a repair if less than £200. **DW**

6.7). Spot lights – DW advised that units were breaking up. So far he has been unable to find replacements but would keep looking. **DW**

6.8). Curtains – The condition of the curtains was discussed, that they are showing their age and that the fire retardant treatment had caused them to shrink. It was also suggested that blinds at the windows could keep the sun out on hot days. Agreed that HM would investigate and obtain quotes for new curtains and blinds. **HM**

7). Re-cycling

7.1). Performance update – FK reported that whilst the last collection was only 5 bins the usual collection was still 6.

7.2). St James' School paper waste – FK to consult the School to confirm that the agreed approach was working for them. **FK**

8). Any Other Business

8.1). Quiz – It was agreed that this year's Quiz Night would be on 11th October subject to availability of the quizmasters. **LW**

8.2). Work weekend – it was agreed that the amount of work needed this year should be completed in a single morning and that it should take place on Sat 2nd August. LW to publicise. **LW**

Meeting schedule:

Tue 1 st July	Biddenham Village Hall
Tue 9 th September	Hall's – 4 Observer Close
Tue 4 th November	Biddenham Village Hall (after AGM)

Next Meeting – Tues 1st July 2008 at 8pm **BVH**

Signed (Chair) Date

**PRICE FEE SCHEDULE from Sept 2006
BIDDENHAM VILLAGE HALL**

	Residents / Commercial	Proposed	Non-Residents	Proposed	Village Organisations	Proposed
Mornings 0900 - 1300	20	22	40	45	10	10
Afternoons 1300 - 1800	20	22	40	45	10	10
Evenings						
Monday - Thursday 1800 - 2300	28	30	50	55	15	15
Friday/Sunday 1800 - 2400	45	45	70	70	25	25
Friday eve after Ballet 20 -24.00	28	30	50	55	15	15
Saturday 1800 - 2400	75	80	130	140	50	50
Sunday 1030 - 1300	12	15	20	25	10	10
Cutlery	10	10	10	10	10	10
Glasses	5	5	5	5	5	5
Licence for alcohol	15	15	15	15	15	15
Weddings - all day (School holidays only)	120	125	200	220		