

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at BVH on Tuesday 1st July 2008

Present:

Phil Inness (Meeting Chairman)	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)	Tracy Matthews (Toddlers)
Bridget Cristofoli (Wives Group)	Richard Harris (Asst Secretary)
John Greengrass (Dep Tech Officer)	

1). Membership

- 1.1). Apologies for Absence - Richard Hall, Liz Watson, Barry Lowe, Fiona Kraus
- 1.2). Deed of Understanding – This was signed by Tracy Matthews

2). Minutes of Last Meeting (6th May 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: £1,754
CAF (Charities Aid Foundation) Account: £.16,182
- 4.2). DW reported that the amount to be donated to BVH from the Poor of Biddenham Charity was in the order of £2.5k
- 4.3). Energy supplier review – ROQ reported that he had been through the files of correspondence from British Gas and that our Electricity contract was on a fixed price arrangement for 2 years (Apr 08 to Apr 10) with prices set in December 2007. On this basis, although our electricity prices were now higher we were unlikely to find better deal elsewhere. Our Gas pricing continues to be variable.

ROQ to update the usage analysis and consult British Gas and other suppliers.

ROQ

5). Policy, Administration and Procedures

- 5.1). Hire Agreement – the meeting discussed further suggested changes from HM and agreed which would be incorporated. ROQ to edit and issue a final document and DW to issue finalised operating/emergency instructions.

ROQ
DW

- 5.2). Booking Admin – HM advised that a new form for regular hirers would now be used – issued once a year and allowing hirers to confirm their booking dates/times and other requirements and for them to commit to the Hire Agreement. HM to email a copy to ROQ to attach to the Minutes. **HM**
- HM reported that a regular hirer had now booked the Friday evening slot – a time not usually easy to fill.
- 5.3). Website improvements – it was confirmed that the urgent updates had now been completed.
- 5.4). “No alcohol outside” sign – to be planned in for the work weekend. **DW**
- 5.5). Car Park use – ROQ presented a revised draft licence, kindly produced by Graham Humphrey. The Committee agreed to remove the restriction on car washing from Clause 4. ROQ to revise, attach to the Minutes, and progress with the Musselles. **ROQ**
- 5.6). Health & safety – DW gave an update and reported that all appliance checks had been carried out. Some equipment had been satisfactorily attended to, however the water heater in the Kitchen is beyond repair and will be replaced at the work weekend (see 6.4). **DW**
- DW confirmed that the annual check was still outstanding and proposed that it be combined with Environmental Plan Audit (see 6.1). DW to seek advice from Sue Norman. **DW**
- DW advised that a review of HSE policy should be considered in Q4. **DW**
- DW to progress seeking professional advice re the need for a cooker extractor. **DW**
- DW reported that the Dishwasher had been serviced.
- 5.7). Biddenham Bulletin – PS was thanked for her excellent piece on the Environment Plan. It was agreed that the next article should appear in the October Bulletin and provide an update on the EP and promote attendance at the AGM when the EP would be an agenda item for open discussion. **PS/ROQ**
- 5.8). Charity Commission Return – ROQ confirmed that this had been completed.
- 6). **Improvements, building & maintenance**
- 6.1). Environmental Plan – PS issued a proposed Policy and Action Plan (attached). The Committee expressed their thanks to Lucy Rosser for her help and guidance. The Committee formally adopted the Policy.
- PS confirmed that she was happy to be the prime coordinator for the EP **PS**

A number of points on the Action Plan were discussed. Whilst we have always agreed that we would not want a bottle bank at the Hall, we could take action to encourage hirers to take the used glass to be recycled. DW suggested that further changes would be needed to the Operating Instructions, once decisions had been made. PS pointed out the article in the BRCC Newsletter and will investigate further. Regarding noise nuisance, RHarr agreed to be "Noise Representative".

PS

It was agreed that we should track our energy usage by month to allow a more accurate analysis of usage, taking into account the seasons and the actual usage of the Hall. DW agreed to take meter reading at the same time each month and email the readings to PS/ROQ.

DW

It was suggested that the Action Plan should include a cost/benefit assessment.

PS

It was agreed that actions could not be practically finalised until an Environmental Audit had been carried out. Agreed that this would be carried out by the end of October, to allow discussion at the AGM in November.

All Committee Members to give the Action Plan further consideration for discussion at the next meeting.

ALL

6.2). Bar & Toilets refurbishment – DW opened the discussion summarising the options as a simple refurbishment or a complete redesign of the area. As agreed at the May meeting we should proceed with the redesign option, applying for Grant funding. Should our application for funding be successful the redesign would proceed. Conversely if we are unable to secure funding we would revert to the simple refurbishment.

Four different approaches to a total redesign were presented to the meeting (all attached). DW presented 2 plans, kindly prepared by Alan Edmunds, and JG presented 2 plans prepared using design planning software. The different approaches were discussed at length.

If we proceed with the complete redesign we will need to comply with more recent regulations (eg access dimensions for the disabled toilet) which would not apply with a simple refurbishment. This will mean that a minimal approach to space usage will not be possible. In any event, with such a large expenditure, the Committee agreed that we must ensure that the new facilities meet the needs and wants of all Hall users. Consideration to be given to publicising the initiative and eliciting feedback through the Biddenham Bulletin and/or at the Biddenham Show.

DW

PS & TM stressed that the particular needs of small children needed to be considered.

DW advised that Alan Edmunds had recommended a possible contractor who would be happy to give a rough quote using either of Alan's designs with accuracy of +/-20%. DW to progress

DW

ROQ to investigate the timescales and significant dates for Grant applications.

ROQ

- 6.3). Curtain replacement – HM presented a proposal to the Meeting for replacement of all curtains and fitting of new vertical blinds at a cost of £3,307.33. The Committee agreed that this level of expenditure could not be considered until we were clearer about the Bar/Toilet refurbishment and the Environmental Plan.

However it was agreed that we should consider the installation of the vertical blinds should the cost be reasonable. HM to obtain a new quote and circulate via email for an urgent decision.

HM

- 6.4). Small water heater – DW advised that a replacement could be purchased for £224 inc VAT and would be fitted at the work weekend.

DW/JG

- 6.5). Work weekend – DW advised that there was nothing substantial on the work list and that all work should be completed on the Saturday morning. All volunteers welcome and as usual lunch at the Three Tuns would be provided from Village Hall funds.

ALL

- 6.6). Microphone – DW advised that a repair of the old equipment was not viable and that a new Receiver and Microphones had been purchased at a cost of £159 inc VAT. As a result we now have 3 working Microphones.

7). Re-cycling

- 7.1). Performance update – Bin collections have been down recently at 5 per week rather than the usual 6.

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

FK

8). Any Other Business

- 8.1). Quiz night - planned for 11th Oct

ALL

Meeting schedule:

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

Next Meeting – Tues 9th Sept 2008 at 8pm 4 Observer Close

Signed (Chair) Date

CONFIRMATION OF BIDDENHAM VILLAGE HALL BOOKING
REGULAR USERS

This is to confirm the booking of the Biddenham Village Hall for: (as per cheque),

Address: _____

Postcode: _____ **Phone No:** _____ **Email:** _____

Purpose of hire: _____

Start date of first booking: _____ **Date of final booking (if relevant):** _____

Day of Hire: _____ **Hours:** _____

Weekly/Monthly/Term time only/Other _____

Declaration

I have read and will abide by the Conditions of Hire including the Operating Instructions, Instructions for Operating Equipment and Emergency Procedures as seen on our website: www.biddenhamvillagehall.org.uk.

I will give 2 months notice of any termination of this booking or else incur the hire charge.

I will 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.

Signed _____ **Date:** _____

Please sign both copies of this confirmation and return one to the Booking Officer.

H.M. MARKS (Booking Officer)
 27, Biddenham Turn, Biddenham, Beds. MK40 4 AZ

Booking Confirmed:	/	/	
Operating & Emergency Procedures given	/	/	
Keys	/	/	/ / Rtd.

Biddenham Village Hall
Nodders Way
Biddenham
Bedford

To:
The Cottage
Nodders Way
Biddenham

Dear Sir

[Following out recent conversation/meeting [etc]] the Biddenham Village Hall Management Committee agrees to allow you and the members of your immediate family (your wife and children) to continue to park cars from time to time on the Village Hall car park at Nodders Way and the accessway to the Cottage, on the following conditions:-

1. The car park area may be used by you for the parking of 2 cars only in such areas as may be indicated by the Village Hall Management Committee from time to time.
2. Any parking on the accessway must not obstruct access to the barns leading to the Village Hall when required.
3. The Village Hall car park is primarily available for the use of the persons attending or using the Village Hall and this Licence shall not confer upon you any permission or right to use any part of the car park or the accessway in priority to such persons and you shall if requested by a member of the Village Hall Management Committee or any other user of the Village Hall remove any vehicle which you may have parked on the car park or the accessway by virtue of this Licence at times when the parking area or the accessway is required for use by persons using or attending the Village Hall or its barns.
4. No car repairs, filling or emptying of tanks may be undertaken on the car park or accessway and the car park may not be used for any other purpose than the parking of cars.
5. This Licence is personal to you and cannot be assigned nor the benefit passed on by you to any other person.
6. The parking is to be at your own risk and neither the Biddenham Village Hall Charity nor its Management Committee nor any members of such Committee is to be responsible for any loss of or damage to any car or contents or for any death, injury or damage to any person or property arising from this Licence or the use of the car parking area or accessway.

7. You must indemnify the Biddenham Village Hall and its Management Committee against all actions, proceedings, costs, claims and liabilities arising from the parking of the cars on the Village Hall car park or the accessway
8. This Licence may be terminated at any time by written notice served on you on behalf of the Village Hall Management Committee and in the event of such termination you must immediately remove your and your family's cars from the car parking area or the accessway.
9. Any termination of this Licence shall be without prejudice to any rights which the Village Hall may have against you for breach of the terms of this letter or otherwise.

Please sign, date and return the additional copy of this letter which is enclosed to confirm your agreement to the terms set out.

Yours faithfully

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For and on behalf of Biddenham
Village Hall Management Committee

Biddenham Village Hall Environmental Policy

Introduction

This policy sets out how Biddenham Village Hall Management Committee, in its role as management body of Biddenham Village Hall is committed to complying with relevant legislation and reducing the Village Hall's environmental impact. It details a commitment to periodic monitoring and review of progress and the aspiration towards continuous improvement. Not only are the physical facilities and systems of the Village Hall covered by this policy but all aspects of the Village Hall's operations and user activities. A review of environmental performance will be undertaken in [Month 2008](#) on adoption of this policy and will be quantitative where possible to allow future improvement to be measured. Both environmental performance and the policy itself will be reviewed annually, with the first review in [Month 2009](#).

Scope

The key aspects of the environment which are potentially affected by the Village Hall and its users and which are capable of being controlled are the use of natural resources (including energy, water and materials), the emission of pollutants to atmosphere, ground and water, the production of waste and impacts on the local noise climate. Each of these environmental aspects is discussed below.

Use of Natural Resources

Efficient use of energy and water will be achieved through encouraging users to be prudent in their use of the heating and water systems and through adapting and/or replacing fixtures. Energy efficient lightbulbs will be fitted throughout the building, where possible and the conversion of all fittings to be able to take such bulbs will be considered. Fitting daylight shutoff and movement sensors to external lights and dual flush cisterns to the toilets will also be considered. Posters will be on display in key locations to encourage users to use water sparingly and to turn off lights and heating appliances when not required. Users will be encouraged to use cutlery and crockery provided in the kitchen rather than bringing disposable items to reduce the consumption of materials.

Emissions Of Pollutants

Plant will be serviced regularly to ensure that atmospheric emissions comply with legislation. Notices in the kitchen will remind users not to dispose of unsuitable substances (fats, oils etc) to the water environment through the sinks and drains.

Waste

Waste minimisation will be encouraged through the use of permanent, not disposable crockery and cutlery and dedicated storage bins will be provided for the collection of recyclable materials. Users will be educated in the system of waste recycling and disposal.

Noise

Users will be reminded of their responsibility to the local community within the hire agreement and the sound limiter will be kept in good condition. Regular community consultation will allow the views of neighbours to be heard. A dedicated member of the Village Hall Management Committee will act as the point of contact for residents' comments and queries and it shall be a condition of hiring the facilities that the Biddenham Village Hall Management Committee has the authority to stop an event or reduce its noise impact (through disabling music systems etc) if unacceptable disturbance is being caused.

Implementation

The Village Hall Management Committee is committed to a programme of raising awareness to facilitate a change in behaviour in order to reduce the environmental impact of the Village Hall. This could include an e-mail broadcast to key users, information to be issued with hire agreements and displays within the Village Hall and on Parish Council notice boards in Biddenham.

Biddenham Village Hall Management Committee

Environmental Policy Implementation

Objective	Action	Responsibility	Deadline	Status
Monitor Village Hall's environmental impact, quantitatively.	Undertake annual energy audit e.g. annual comparisons of water, gas and electricity meter readings taking into account variability of hire uptake.	Richard / Philippa / Liz	Aug 08	BRCC currently undergoing training to undertake audits for community public buildings so may have advice in future.
	Undertake annual audit of qualitative environmental performance to consider factors such as insulation of windows, doors, loft, wall, floors, heating systems, hot water pipes and consider how/when to upgrade.		Aug 08	Consider as part of work weekend in August. Should be possible to upgrade some aspects as part of cloaks refit e.g. hot water
	Commit to energy efficient policy in relation to new purchases e.g. low energy usage appliances, non-aerosol cleaning products.	ALL	Aug 08	Management Committee needs to agree policy.
Ensure efficient use of energy and water	Fit energy efficient lightbulbs, where possible			Done
	Consider conversion of all fittings to be able to take such bulbs.			Kitchen, main store and main hall dimming lights o/s
	Consider fitting daylight shutoff and movement sensors to external lights.			Floodlight OK. Spotlights o/s
	Consider fitting dual flush cisterns to the toilets.			Part of upgrade to cloakroom area
	Consider fitting TRVs on radiators in cloakrooms – temp + time?			Part of upgrade to cloakroom area
	Site posters in key locations to encourage users to use water sparingly and to turn off lights and heating appliances when not required.	Philippa / Liz	Aug 08	We need to review what is in place currently and add/amend as appropriate.
Ensure atmospheric emissions comply with legislation	Service plant regularly.			Part of regular checks
	Site notices in kitchen to remind users not to dispose of unsuitable substances (fats, oils etc) to the water environment through the sinks and drains.	Philippa / Liz	Aug 08	We need to review what is in place currently and add/amend as appropriate.
	Purchase non-aerosol cleaning products wherever possible.			
Encourage waste minimisation	Provide recycling bins in kitchen area.			Done
	Encourage users to use cutlery and	Philippa /		Mentioned in July

Objective	Action	Responsibility	Deadline	Status
	crockery provided in the kitchen rather than bringing disposable items to reduce the consumption of materials.	Liz / Heather		Bulletin article. Need to consider how to do this e.g. via website, notice to hirers
	Ensure users are aware of system of waste recycling and disposal.			Need to consider how we will do this – notices are an option but we're in danger of "overload"
	Remind users of their responsibility to the local community within the hire agreement. [It shall be a condition of hiring the facilities that the Village Hall Management Committee has authority to stop an event/reduce its noise impact (through disabling music systems etc) if unacceptable disturbance is being caused.			Done.
Ensure noise disturbance is minimised	Keep sound limiter in good condition			Part of regular checks (annual)
	Consult community regularly to allow views of neighbours to be heard.			Included in AGM process and/or via Bulletin if required
	Appoint a dedicated member of the Village Hall Management Committee to act as the point of contact for residents' comments and queries in relation to noise disturbance.			This was suggest by Lucy Rosser in her policy – welcome views please
	Design and issue an environmental bulletin to key users identifying ways in which they can help reduce the Hall's environmental impact	Philippa	Sep 08	I'm happy to try to do this if everyone thinks it's appropriate
Publicise VHMC's commitment to reducing environmental impact of Village Hall	Add a page on the website to publicise our environmental policy			We could upload the policy statement and bulletin above.
	Consider periodic displays on noticeboard in Village Hall to publicise commitment to environmental plan – perhaps initially in conjunction with siting new posters referred to above.	Philippa		I'm happy to do this if everyone thinks it's appropriate
	Submit article to Biddenham Bulletin to publicise Environmental Plan and how users can assist in achieving objectives			Done
	Send out notice to casual hirers with receipt			I'm happy to provide if everyone thinks its appropriate