

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at Biddenham Village Hall on Tuesday 4th November 2008

Present:

Rich Hall (Chairman)	Richard O'Quinn (Secretary)
David Watson (Technical Officer)	Heather Marks (Bookings Officer)
Liz Watson (Treasurer)	Phil Inness (Vice Chairman)
Philippa Smith (St James' School)	Terry Allen (Parish Council)
Bridget Cristofoli (Wives Group)	Tracy Matthews (Toddlers)
George Metcalf (Gardeners Assoc)	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 no apologies.
- 1.2). Deed of Understanding – this was signed by all Members of the Committee.

2). Minutes of Last Meeting (9th September 2008)

The Minutes were corrected to show that Richard Harris was absent (and not Richard Hall).

These were then 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: £2,964
CAF (Charities Aid Foundation) Account: £16,571

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

Whilst the Reserves are currently above Policy, this is necessary to carry out the planned improvements. Once these are completed Reserves are expected to reduce to below £10k.

5). Policy, Administration and Procedures

- 5.1). Booking Admin - HM reported that all was in order.

HM also reported that we had now lost the 2 bookings per week from the Slimming Club and alternative hirers were being sought.

- 5.2). Paper store – All to keep thinking of possible alternatives. **ALL**
- 5.3). Car park use – ROQ reported that Marsh and Wendy Musselle had now agreed to sign the Licence and the document was with them waiting their signature. Once received back ROQ to consider how the original Licence can be stored securely. **ROQ**
- 5.4). Health & safety - DW reported that all the regular checks had been completed and that there was nothing to report.
- DW advised that a review of BVH HSE policy was underway together with the Environment Plan Audit.
- Furthermore DW reported that the Independent Safety check still needed to be carried out but finding a suitable inspector was proving difficult. TA suggested that Dave Wilson in the Barns may be suitably qualified and willing. TA to pass details to DW to follow up. **DW**
- 5.5). Biddenham Bulletin – agreed that RHall would produce a summary of his AGM report for inclusion in a future Bulletin. **RHall**
- 6). **Improvements, building & maintenance**
- 6.1). Environmental Plan – PS confirmed that the audit was in progress and that the action plan would be updated accordingly **PS**
- ROQ advised that he would produce charts showing energy usage. **ROQ**
- 6.2). Bar & toilets refurbishment – the plans were reviewed by all. It was agreed that we should create 2 store cupboards (rather than 1) either side of the entrance to the toilets, one lockable and one with free access. Consideration to be given to replacing both sets of double doors (into the entrance area and into the hall). **DW**
- DW advised that the specification had now been completed.
- Sub-committee to meet and agree details. DW to provide a list of issues for consideration. Sub-committee to report back to the main Committee as required. **DW/LW/PS
HM/RHall**
- The timing of the work was discussed. DW advised that August, being a busy time for builders, would be more expensive than other months. Conversely August would be the month that BVH would lose least revenue as this is typically the quietest month for bookings. The Committee agreed that on balance August was likely to be the least costly overall and least disruptive to hirers. It was decided to continue planning on August. **DW**
- ROQ to investigate timing of Grant applications. **ROQ**
- 6.3). Curtains – HM advised that the new curtains would be fitted very soon.

- 6.4). Outstanding improvements – the outstanding list of “improvements for consideration” include: new floor in the hall annex; new floor in the kitchen (or a very good clean); new chairs; replacement cooker hood; barn wall re-pointing; ceiling refurbishment.

The committee agreed that no decisions would be taken until we establish whether we are successful with our grant application for the bar & toilet refurbishment.

- 6.5). Water heating urn – LW reported that the urn, that was replaced less than 2 years ago, had stopped working. The Committee agreed to purchase a better replacement a cost of around £120.

LW

7). Re-cycling

- 7.1). Performance update – FK reported that the latest collections continued to be poor with only 5 (and sometimes 4) containers being filled. Performance had been adversely affected by the Manor Hospital changing their waste arrangements which precluded them from disposing of paper waste through BVH.

- 7.2). Promotion – given the performance it was agreed to publicise more, to include BVH and Village notice boards, regular ads in the Biddenham Bulletin and maybe flyers to be distributed.

FK/PS

8). Any Other Business

- 7.1). Quiz Night – LW reported that the Quiz was a great success and over £700 was made for BVH funds. LW thanked both Committee Members and other Villagers who helped on the evening.

Meeting schedule:

Tue 6 th January	Liz & David's – 17 Biddenham Turn
Tue 3 rd March	Heather's – 27 Biddenham Turn
Tue 5 th May	Phil's – 36 Days Lane
Tue 7 th July	Biddenham Village Hall
Tue 8 th September	Rich Hall's – 4 Observer Close
Tue 3 rd November	Biddenham Village Hall (after AGM)

Next Meeting – Tues 6th Jan 2009 at 8pm 17 Biddenham Turn

Signed (Chair) Date