

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at 17 Biddenham Turn on Tuesday 6th January 2009

Present:

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

1). **Membership**

1.1). Apologies for Absence - Rich Hall

2). **Minutes of Last Meeting (4th November 2008)**

The Minutes 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: £3,496
CAF (Charities Aid Foundation) Account: £16,071.

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

4.2). Recycling payments – LW reported on the letter that she received from Pearce Recycling (previously circulated by email). Due to the depressed price of recycled paper Pearce, from 17th November, will no longer pay the £6 per tonne that we have previously enjoyed. Importantly LW has confirmed that Pearce will continue to provide the weigh sheets to ensure we can claim the recycling credit from the Council.

The Committee discussed whether the revenue from recycling might come under further pressure during 2009, for example should the recycling credit from the Council be reduced following the forthcoming change in Councils. Should that be the case it was suggested that we look at whether more income could be achieved through alternative uses for the paper store, such as hiring it out as a lock-up store.

5). Policy, Administration and Procedures

5.1). Booking Admin – HM reported that everything was in order and that Paul Clark, the new landlord of the Three Tuns, had agreed to continue the distribution of keys to hirers. The Committee expressed their gratitude to Paul.

5.2). Paper store alternative use – further to the discussion under 4.2 above the Committee discussed the possible alternative uses for the paper store and the adjacent stores. One suggestion was whether the store could be used for storing Parish Council equipment, such as the Christmas lights where a charge is currently being incurred and using the Village Hall stores could be more cost effective.

Consideration to be given whether to place a notice in the Biddenham Bulletin enquiring if Villagers have any suggestions for alternative use of the stores

5.3). Car park licence – ROQ confirmed that the Licence had now been signed by the Musselles and that the BVH copy of the original was safely stored by Borneo Linnells, with paper and electronic copies held by ROQ and filed in the Minutes file. ROQ also confirmed that the charge for Graham Humphrey's services was £150 plus VAT. The committee expressed their thanks to Graham for carrying out the work at very favourable terms.

5.4). Health & safety – DW confirmed that the usual monthly checks had been completed and all was in order.

DW was pleased to report that he had completed a Risk Assessment and that an Independent Audit had been conducted by Dave Wilson. DW drew the Committee's attention to the 2 documents that he emailed prior to the meeting.

DW explained that he had used information sheets provided by ACRE (Action with Communities in Rural England) to conduct the Assessment. The Assessment details the various hazards in the Hall, describes the current situation and provides a risk rating from 1 to 5 with hazards rating 5 requiring action.

DW reported that at the same time as conducting the Independent Safety Check Dave Wilson had reviewed the Risk Assessment.

Dave Wilson found the Hall in good order and provided an email detailing his observations and recommendations. With regard to the Risk Assessment Dave Wilson agreed with DW's findings.

The hazards that have been identified as needing attention are: the safe storage of dishwasher fluids; the safe storage of general cleaning products; and the safe storage of sharp kitchen items.

Other hazards that will be investigated further, although not assessed at a risk rating of 5, are: the safe stacking of tables; the need for a cooker extractor; clearer markings for gas and electricity main controls; and whether asbestos is present in the Hall.

DW commented that Dave Wilson had been very thorough in his

inspection and reporting. The Committee expressed their sincere thanks to Dave Wilson and agreed that a gift of gratitude should be made.

DW

DW also reported that we currently comply with all guidance in the ACRE documents with regard to existing legislation.

DW to progress the Risk Assessment and report back to the Committee in due course.

DW

DW reported that the Fire Service would be conducting a Fire Safety Inspection on 5th February.

5.5). Biddenham Bulletin – it was agreed that the next article should be an update on the refurbishment and environmental plan when appropriate.

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

6.1). Environmental Plan – DW confirmed that the audit was carried out at the same time as the Risk Assessment. PS to update the action plan accordingly.

PS

ROQ issued a bar chart showing consumption of gas and electricity from September through to December. This analysis has been possible since DW has been taking meter readings at the start of each month. Whilst the analysis is not too meaningful at the moment, it will become useful once we can make year on year comparisons and can see the benefits flowing through from the Environmental Plan actions. ROQ to look into making the analysis more robust by factoring in booking levels.

ROQ

6.2). Bar & toilets refurbishment – DW revealed the detailed plans for the refurbishment work and confirmed that these had been submitted to obtain building regulations approval.

Timing for the works was now between 20th July and 28th August, although it was hoped that not all of the period would be needed. It is expected that work would take place weekdays and Saturdays with no work on Sundays.

DW advised that he would be seeking at least 3 quotes – from Gary Creek, Mike Adair and the builder, introduced by Alan Edmunds, who provided the original rough estimate of c£12k. ROQ advised that 3 quotes would be needed for the grant application to WREN.

DW also advised that damp present on the party wall with the Musselles would need attention before the commencement of the refurbishment. DW to obtain a quote and revert to the Committee.

DW

6.3). Grant Applications – ROQ advised that the closing date for the next round of WREN applications is 18th March and that decisions would be forthcoming mid June. ROQ confirmed that whatever amount of grant funding we required, WREN would only grant 90% with the remaining 10% needing to come from a 3rd party.

ROQ advised that the WREN application should include as much support information as possible – plans, photographs, maps, quotes,

annual accounts, constitution, meeting minutes. Moreover any application should be supported with any consultations and/or research conducted with Village Hall users.

Should we be successful in our WREN grant application we would be required to maximise the good publicity for the work and the grant funding (eg an opening ceremony with a dignitary) and that a completion report would need to be submitted to WREN.

The Committee agreed that whilst we had every confidence in the need for the refurbishment programme we should validate this point of view with a survey. ROQ agreed to draft a simple questionnaire to be circulated to a good cross section of Hall users.

ROQ

Given the need to obtain 10% of funding from a 3rd party it was agreed that we ask for the support of the Parish Council. The Committee agreed that the total support funding that would be required would be in the order of £10k and therefore we should ask the Parish Council for the sum of £1k. ROQ to write to Graham Bates, Chairman of the Parish Council.

ROQ

Other sources of additional funding were discussed. ROQ advised that there were 3 possible areas of potential funding from the Borough Council. For "Community Chest" no information was available for the application process for 09/10. For "Voluntary Sector Support" we have missed the deadline for 09/10 funding. And for "Rural Grants" ROQ was unsure whether our need would qualify.

HM advised that she was aware of a couple of sources, and would investigate further and provide information to ROQ.

HM

ROQ to progress all aspects of the grant applications, with the support of BL.

ROQ/BL

- 6.4). Curtains – HM confirmed that new curtains had now been fitted and that favourable comments had been received from users. Final cost was £3,087.
- 6.5). Improvements – DW referred to a list of other improvements (attached) that were under consideration and dependent on the level of Reserves once we know the cost of the toilet and bar refurbishment and the amount of grant funding obtained.

7). **Re-cycling**

- 7.1). Performance update – FK reported that we had seen a slight improvement in collection levels. We were now averaging 5 bins per collection rather than between 4 and 5.
- 7.2). Promotion – PS reported that a flyer had been circulated to St James School parents. It was agreed that this would form the basis of an advertisement to appear in the February Biddenham Bulletin and would be placed on village notice boards.

FK/PS/LW

8). **Any Other Business**

- 8.1). Succession planning – ROQ reminded the Committee that we had agreed at the AGM to consider succession planning. All to give thought to there own circumstances and to express, at the next meeting, their preferences on how long they would like to remain on the Committee and if they had any views on changing their area of responsibility.
- 8.2). PCC membership – ROQ reported that he had raised with Michael Hurford the subject of PCC representation on the Committee.

ALL

Meeting schedule:

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 3rd Mar 2009 at 8pm 27 Biddenham Turn

Signed (Chair) Date

BIDDENHAM VILLAGE HALL

FUTURE IMPROVEMENTS

PROPOSED FOR THIS YEAR

Refurbish toilets

Refurbish entrance hall including new floor and new doors

OTHER WORK FOR CONSIDERATION

Cooker hood (if required)	3000
Refurbish barns –new use?	??
Replace/upgrade chairs	2500
Replace/upgrade floor in annex	1750 (Dec 02, £1200)
Replace/upgrade floor in kitchen	1500 (July 03, £1000)
Refurbish kitchen	10000
Redecorate/replace roof in main hall	5000

DRW 4/1/2009