

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at 17 Biddenham Turn on Tuesday 5th May 2009

Present:

Richard Harris (Meeting Chair)	Richard O'Quinn (Secretary)
David Watson (Technical Officer)	Liz Watson (Treasurer)
Tracy Matthews (Toddlers)	George Metcalf (Gardeners Assoc)
Philippa Smith (St James' School)	Terry Allen (Parish Council)
Bridget Cristofoli (Women's Group)	Fiona Kraus (Re-cycling Officer)
Barry Lowe (Asst Secretary)	

1). Membership

- 1.1). Apologies for Absence – Rich Hall, Phil Inness, John Greengrass, Heather Marks

2). Minutes of Last Meeting (3rd March 2009)

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: £2,153
CAF (Charities Aid Foundation) Account: £17,805.

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

- 4.2). Energy costs – carry forward

ROQ

- 4.3). Cleaner's pay – LW advised the meeting that this was last reviewed in September 2007, when it increased from £300 to £320 per month. It was agreed that this would be discussed further at the next meeting.

LW

5). Policy, Administration and Procedures

- 5.1). Possible changes to booking slots – LW reported that she and HM had been discussing the current booking time-slots for the daytime (9am till 1pm, 1pm till 6pm) and feel that changing to 3 hour slots would provide greater flexibility. LW suggested that 3 booking slots, instead of 2 (9am till 12pm, 12pm till 3pm, 3pm till 6pm) would encourage more bookings in particular from groups using the Hall for lunchtime functions.

Whilst the meeting felt that greater flexibility would be a virtue the required changes to the website booking system could be costly and the task of changing over all existing bookings could be too onerous.

- LW to consult James Gardner re changes to the website and to discuss further with HM. In the meantime, the meeting agreed that any enquiries for bookings needing greater flexibility than the current slots allow could be accommodated on an informal basis. **LW**
HM
- 5.2). New health & safety policy – The meeting agreed that the policy drafted by DW was thorough and appropriate. It was suggested that the Hall Instructions be amended to advise users that children should be restricted from climbing the stairs unsupervised and climbing on the stacks of chairs. The Committee (including emails from those not present) voted in favour of adopting the new Policy. DW to make final amends and publish. **DW**
- All at the Meeting expressed their thanks to DW for all his hard work in preparing the new Policy.
- 5.3). Health & safety – DW reported that monthly & quarterly checks had been carried out and required actions completed.
- DW brought the Accident Book to the meeting and reported that no incidents had been entered since last check.
- DW advised that he had inspected the Fire Extinguishers and that one had reached the end of its life, not able to be refilled, and needed replacing at a cost of £212. The new unit would be refillable. **DW**
- DW reported that the additional table trolley had been purchased at a cost of c£200. Now all tables are stacked in trolleys and all chairs fit neatly under the stairs.
- Cleaning materials storage would be sorted during the “Summer Clean”. **DW**
- Cooker hood & airbrick – DW advised that the airbrick had been installed next to cooker. DW reported that he had obtained a quote for the manufacture of metal ducting and the supply of a fan motor for the sum of £575. Fitting would add a further £130. The committee approved the work and DW suggested that this should be completed at the same time as the planned toilet refurbishment. **DW**
- 5.4). Biddenham Bulletin – PS volunteered to produce an update on the refurbishment plans. **PS**
- 6). Improvements, building & maintenance**
- 6.1). Environmental Plan - PS advised that the posters have been put-up around the Hall. PS will look into providing better publicity to encourage use of the orange bins. **PS**
- PS reported that St James School was happy to run a competition for the children to design a poster/flyer to promote good environmental practice. This is likely to take place during the 2nd half of the summer term. **PS**
- Children’s crockery/cutlery - PS and TM reported that there was little interest from mothers.

- 6.2). Bar & toilets refurbishment – DW reported that Gary Creek, the chosen contractor, had provided a lower quote (£19k inc VAT) to a considerably lower spec than the original. This would involve some works being carried out by Committee Members and other volunteers and would only be used if enough grant funding was not secured.
- DW suggested that a new sub-committee be formed to make the final decisions on fittings and fixtures. Given how tight the timing will be between a decision from WREN and the commencement of work this Committee will need to react quickly and decisively. Volunteers needed. **ALL**
- GM requested, and the meeting agreed, that taps should be suitable for arthritis sufferers. **DW**
- 6.3). Grant Applications – ROQ updated the meeting on progress with the Grant applications, in particular that we had heard unofficially that we have been awarded a £10k Rural Grant from Bedford Borough Council.
- With regard to the application for £10k from WREN (£9k directly from WREN plus £1k 3rd party funding from the Parish Council) ROQ advised that he and DW would be meeting the Project Manger at BVH on Thursday 7th May to go through the application. **ROQ/DW**
- Based on previous conversations with the Project Manager, ROQ believed that the only weak point in our application was the level of consultation with non-using Villagers. ROQ advised the Committee that volunteers may be needed to collect signatures from Villagers in support of the refurbishment plans. ROQ to advise if necessary, after the meeting on 7th. **ROQ**
- ROQ reminded the meeting that a decision would not be forthcoming from WREN before the end of June.
- 6.4). Volunteers to take on DW tasks/responsibilities – DW made some suggestions for tasks that could be picked up by other Committee Members.
- Instructing Hirers on the use of the Dishwasher and PA system – DW advised that HM had agreed to take on these tasks. **HM**
- Cleaning the Dishwasher – LW/DW to discuss with the Cleaner whether she would take on this. **LW/DW**
- Looking after the Paper Store – ROQ volunteered. **ROQ**
- Monthly Hall Inspection – DW proposed, and the Meeting agreed, that this would be better done by someone other than DW and that if other Committee Members carried out the Inspection they would be more familiar with the operations of the Hall. It was agreed that the all of the Committee (other than DW, LW and HM) would take on these on a rota basis, meaning that an individual Member would have to carry out an Inspection once a year or less frequently. DW to consider how best to brief everyone **MANY**
DW
- DW to continue to carry out the larger Quarterly Inspection.
- 6.5). Garden/car park maintenance – LW drew the Committees attention to the hard work of Richard and Rosemary Harris in keeping the garden and car park neat and tidy. The committee formally expressed their thanks.

- 6.6). Store room/stairs carpet – LW reported that these were in need of replacement. Given the store does not receive much wear LW advised that this could be replaced for c£180. The Committee agreed to go ahead. **LW**
- 6.7). Store room shelving – as part of the planned toilet refurbishment, the Toddlers Group will need to vacate the store in the entrance hall and use the store under the mezzanine. Accordingly extra shelving we need to be acquired. TM reported that industrial standard shelving would cost c£280. The Committee agreed that the Toddler Group should not be expected to fund the full cost and agreed a contribution of £200. The moving of the store will take place during the Summer Work Weekend. **TM/LW**

7). Re-cycling

- 7.1). Performance update – FK reported that the lower collection level of 3-4 bins every fortnight was becoming the norm. LW raised a concern that the re-cycling credits may not continue under the new unitary council. It was agreed to reconsider the situation once we become clearer about the new Council's intentions.
- 7.2). Promotion – LW reported that an ad for the re-cycling had been placed in the Cricket Club Fixture Card with the cost paid for by Pete & Heather Marks. The Committee expressed their thanks to the Marks for their generosity.

8). Any Other Business

- 7.1). Quiz Night – LW advised that the next Quiz Night would take place on 10th October. All to try and attend and/or help with the arrangements **ALL**
- 7.2). Succession planning - FK, who was not present at the last meeting, confirmed her willingness to continue with her current involvement and responsibilities. GM confirmed his understanding that he is likely to remain as the Gardeners' representative.

Meeting schedule:

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 7th July 2009 at 8pm **BVH**

Signed (Chair) Date