

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at Biddenham Village Hall on Tuesday 7th July 2009

Present:

Rich Hall (Chairman)	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)
Fiona Kraus (Re-cycling Officer)	

1). **Membership**

- 1.1). Apologies for Absence – Richard Harris, Phil Inness, John Greengrass, Heather Marks, Barry Lowe, Bridget Cristofoli

2). **Minutes of Last Meeting (5th May 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: £1,643
CAF (Charities Aid Foundation) Account: £17,822.

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 – After some discussion it was agreed that no immediate action would be taken to increase the Cleaner's pay. However it was agreed that the role should be reviewed and redefined once the toilet and bar area refurbishment has been completed and that the appropriate level of pay would be set accordingly.

LW

5). **Policy, Administration and Procedures**

- 5.1). Booking Admin - change to booking slots – LW reported that the changes that would be required for the website to accommodate new time slots would be c£650. The Committee agreed that this was too high in comparison with the likely benefit. As agreed at the last meeting HM could apply flexibility with regard to bookings if she deemed it to be to the benefit of overall bookings and revenue.

HM

New regular bookings – LW, on behalf of HM was pleased to report that we had secured two regular bookings – a new Yoga group and the continuation of the Pilates group. This was good news given the recent losses. Furthermore the ballet class, which had been uncertain, would be continuing.

The overall bookings figures for this year would be reviewed at the September meeting.

LW/HM

- 5.2). New health & safety policy – DW advised that the publication of the new policy (adopted at the last meeting) would be completed following the refurbishment.

DW

- 5.3). Health & safety update – DW reported that the gas fires had all been tested and were safe. Also the portable appliances had been tested and accordingly the kettle had been replaced. DW also advised that the annual checks were due to be carried out soon.

DW

New fire extinguisher – DW confirmed that this had been replaced.

Cleaning materials storage – DW advised that this would be resolved following the refurbishment.

DW

New cooker hood – DW advised that this would be ordered in the coming weeks.

DW

- 5.4). Monthly safety inspection procedure – ROQ took the meeting through the form that had been drawn up for the new policy of the monthly inspections being carried out by the Committee (excluding DW, LW & HM) on a rota basis. ROQ had prepared this following a shadowing of DW carrying out the June inspection and had been used by ROQ to carry out the July inspection unaided.

Briefing was also discussed and it was agreed that each inspection would be carried out with the next person on the rota shadowing and being briefed at the same time. ROQ advised that each inspection should take no longer than 30 minutes and should be completed around the start of each month. Once completed forms are to be signed and returned to DW for action and filing.

Given the refurbishment no inspection would be carried out in August, DW & ROQ would conduct the September one and ROQ would update the form. ROQ would then carry out the October inspection. RHall volunteered to do November (and would shadow ROQ in October) and TA would do December (and shadow RHall in November). Rota for 2010 to be agreed.

**ROQ/DW
ROQ
RHall
TA**

DW reminded the Committee that although he is relieved of the monthly inspections it remained his responsibility to carry out the quarterly and annual inspections. He also advised that he would shadow a monthly inspection once a year to satisfy himself that standards are being maintained.

DW

- 5.5). Barn store – LW reported that the Show Committee had agreed to reduce the amount of storage space used for the Show equipment and that one of the stores could be offered for rental and earn income for BVH. LW will discuss with Marsh Musselle, who has declared an interest and carry out some research into the likely rental value.

LW

- The shelving system currently used in the store by the Show Committee would now become available and will be put to use in the Hall store room for the Toddlers Group. **DW**
- 5.6). Biddenham Bulletin – it was agreed that an article would be submitted publicising the grants obtained for the refurbishment and the official opening at the Biddenham Show on 6th September. **ROQ**
- 6). Improvements, building & maintenance**
- 6.1). Environmental Plan PS updated the meeting advising that the annual review would be due by the time of the next meeting. **PS**
- Publicity – PS advised that the competition for St James children to design posters would go ahead and expenditure of £20 on prizes was authorised. **PS**
- 6.2). Bar & toilets refurbishment DW advised that all was progressing well with a clear-out of the bar area and Toddlers Group cupboard a priority. **DW/TM/**
- It was agreed that a sub-committee would reform and meet to discuss fittings to be saved/reused and to specify fittings and decorations. DW, LW, HM, PS & ROQ volunteered. **LW/DW
HM/PS
ROQ**
- DW advised that Gary Greek would move in to start work w/c 13th July with completion by the end of August. The Committee and volunteers would then be in a position to carry out some maintenance work during the Work Weekend (22nd – see below) leaving final finishing work to be carried out bank holiday weekend.
- 6.3). Grant Applications – as already advised by various emails ROQ confirmed that we had been successful with our WREN grant application and that we had received official notification of the Bedford Borough Council Grant. Therefore we had achieved our target of £20k leaving c£10k to come from BVH Reserves.
- ROQ advised that he needed to go through the WREN contract before returning signed to WREN. The Committee gave authority to ROQ to sign the contract. ROQ assured the meeting that he would refer back to the Committee should he find anything remotely concerning in the contract. **ROQ**
- 6.4). Store room/stairs carpet – as approved at the last meeting LW advised that this would be fitted during the Work Weekend.
- 6.5). Store room shelving – Since the last meeting, expenditure on shelving will be avoided by using the shelving currently used for Biddenham Show equipment in the Barn store. Moving of the shelving will take place during the Work Weekend.
- 6.6). Work Weekend – this will take place on Saturday 22nd August. As well as work described above the biggest task will be to paint the interior wall of the main store. Volunteers needed **ALL**
- 7). Re-cycling**

- 7.1). Performance update – FK advised that on occasions the collection level had recovered to previously enjoyed levels of 5 bins.
- LW advised that monies were still not forthcoming from the Council and that she was resending the claims. LW to consider recruiting the help of Roger Gwynne-Jones to help our cause. **LW**
- 7.2). Promotion – advertisement should be placed in every Biddenham Bulletin. **FK/PS**
- During the Biddenham Show it was agreed that the Store should be opened and display posters be put up on the open doors. **FK/ROQ**
- 8). Any Other Business**
- 8.1). Quiz night 10th October – All Committee members to do their best to attend and/or assist with organisation **ALL**
- 8.2). Charity Commission Return – ROQ advised that this had been completed in accordance with the Committees obligations to the Commission.
- 8.3). Trees – LW reported that Richard & Rosemary Harris had obtained a quote to cut back the trees for £120. It was agreed that this was too much and the work would be carried out, possibly at the Work Weekend. **LW**

Meeting schedule:

Tue 8 th September	Rich Hall's – 4 Observer Close
Tue 3 rd November	Biddenham Village Hall (after AGM)

Next Meeting – Tues 8th September 2009 at 8pm Rich Hall's

Signed (Chair) Date