

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at 4 Observer Close on Tuesday 8th September 2009

Present:

Rich Hall (Chairman)	Richard O'Quinn (Secretary)
David Watson (Technical Officer)	Liz Watson (Treasurer)
Phil Inness (Vice Chairman)	Heather Marks (Bookings Officer)
Philippa Smith (St James' School)	Terry Allen (Parish Council)
Bridget Cristofoli (Women's Group)	John Greengrass (Dep Tech Officer)
Fiona Kraus (Re-cycling Officer)	Richard Harris (Asst Secretary)
Barry Lowe (Asst Secretary)	

1). **Membership**

- 1.1). Apologies for Absence – Tracy Matthews, George Metcalf
- 1.2). Resignation of Barry Lowe – Barry announced that he has decided to resign from the Committee, in line with the view he had expressed during the recent discussions on succession planning.

ROQ expressed his gratitude to BL for the support that he had given to the Secretary over the years. The possibility of PS becoming the Co-opted Member and a replacement Representative of St James being found was discussed as a possibility and agreed to be decided prior to the appointment of Officers at the AGM in November

ROQ/PS

2). **Minutes of Last Meeting (7th July 2009)**

The Minutes were approved and were 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: £1,994
CAF (Charities Aid Foundation) Account: £.1,822

LW advised that the Reserves had dropped significantly because of the Toilet & Bar refurbishment and that the level would recover to an extent once we received the £10k grant from Bedford Borough Council.

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

- 4.2). Year end accounts and Hall usage – LW took the meeting through the previously circulated documents (attached).

As had been reported throughout the year bookings were down very significantly on the very high previous year. However although the number of bookings were the lowest level in the last 6 years, receipts were not down as much due to the increased hire charges introduced in September 2008. As reported recently we have received some new regular bookings which will go some way to offsetting previous lost bookings.

Interest received, recycling credits and newsprint sales were also down significantly, for reasons already understood, whilst profit from functions was only slightly down.

Expenditure was up very significantly due to £10.3k of Toilet & Bar refurbishment costs already having been paid. Most other costs were similar to the previous year apart from much higher utility bills.

ROQ advised that the Charity Commission requirements had been changed and that independent inspection of our Accounts was not mandatory anymore. The Committee agreed that for demonstration of good governance independent inspection would be continued.

- 4.3). Recycling credit – LW advised that she had continued to chase the Borough Council for the overdue credits with no success. It was agreed that should LW not receive satisfactory response in the coming days then Roger Gwynne-Jones would be approached for assistance

LW

- 4.4). Glass & Cutlery charges – LW advised the meeting that with the new Bar we had no simple way of locking away the Glasses for Hire. Accordingly LW wondered if we should do away with the separate charge for both Glasses and Cutlery and simply increase the charge overall for all catered/evening events.

LW reported that the number of hires of Glasses (£5) & Cutlery (£10) in the last year had been 30 earning £450.

The alternative would be to leave the Glasses unlocked and trust Hirers to only use them if they had paid the appropriate charge. The Committee agreed to proceed on this basis (with the Cutlery continuing to be locked) and review the experience at the January meeting.

LW

- 4.5). Cleaner's job description & pay – LW advised that the review of the job description was still to be conducted but that as a result of the refurbishment and the new Health and Safety Policy the Cleaner's workload would need to increase. The Committee agreed that LW should consider increasing the pay (currently £320 per month) by £10 to £20 depending on the workload finally agreed.

LW

- 4.6). Energy costs - ROQ presented an analysis of utility usage and costs for the past year (attached). ROQ advised that significant savings could be made on Electricity once the current contract ends in April.

ROQ

LW advised that in discussion with British Gas about reducing the direct debit on the Gas account that she had agreed a new one year fixed contract which would show significant savings.

5). Policy, Administration and Procedures

- 5.1). Booking admin – nothing to report
- 5.2). New health & safety policy – DW advised that he would update the policy following the refurbishment, e.g. some risks have been removed, and will publish the policy and revised instructions as soon as practical. **DW**
- 5.3). Health & safety - DW confirmed that the monthly check had been done and a revised inspection form would be produced by ROQ. DW advised that the quarterly check was still to be completed but the annual checks had been carried out, apart from “walking the right of way”. **ROQ
DW
DW**
- DW reported that the sound limiter had not been subject to any checks since its instalment in 1995. DW to investigate. **DW**
- DW advised that general cleaning materials were now locked in the new store cupboard and that dishwashing materials will be stored in a new cupboard to be fitted under the washer. **DW**
- DW reported that the cooker hood was currently being built to order and would be installed in due course. **DW**
- 5.4). Monthly safety inspection – as agreed at the last meeting ROQ (with RHall shadowing) would carry out the October check, RHall (with TA shadowing) the November one and TA the December check. The rota for 2010 would be agreed at the November meeting. **ROQ/RHall
RHall/TA
TA
ROQ**
- 5.5). Barn store – LW updated the meeting on the plans for alternative use of the middle barn store and that Marsh Musselle is interested in hiring the space. The meeting agreed that LW should proceed with discussions at a rent of £30 per month, a fair rent just about the going rate. The Committee agreed that a proper rental agreement should be drawn up with the appropriate level of restrictions on the use of the store. RHarr to investigate possible agreements that could be obtained on the web, before considering whether Borneo should be instructed. RHarr also to check whether there are any issues with our insurance with regard to subletting. **LW
RHarr
RHarr**
- LW advised that rubbish skips would be in the village on Saturday 10th October and that would be a good time to clear out the store. Volunteers required to help. **ALL**
- 5.6). Biddenham Bulletin – Article on the opening of the new Toilets & Bar and notice on the AGM to go in October bulletin. Promotion of recycling a possibility for November. **ROQ/HM
ROQ
FK/PS**

6). Improvements, building & maintenance

- 6.1). Environmental Plan - PS suggested that the annual review should tie in with the AGM in November. PS to prepare accordingly. **PS**
- 6.2). Bar & toilets refurbishment – LW reported on the refurbishment and confirmed that all work had been completed. DW expressed particular thanks to JG for the excellent work on the Bar which took up a considerable amount of his time.

DW was pleased to report that the reactions from Villagers, at the Village Show and the First Friday Lunch, were extremely favourable with complete agreement that the refurbishment was necessary.

DW advised that we will need to “live with it” for 6 months or so and then review the facility and consider if any further enhancements were needed.

With regards to final costs DW advised that there had been a considerable number of extra costs in particular levelling the very uneven floor, overcoming bowed walls and re-sighting of the boiler. On the other hand there were a number of cost savings in particular the Bar being completed by JG and savings on flooring costs. DW also believed that we would be able to claim back VAT on the costs for the disabled toilet.

DW

DW reported that the opening ceremony at the Village Show went very well and DW had thanked Roger Rigby by email, on behalf of the Committee for carrying out the opening.

- 6.3). Grant funding – ROQ reported that the final payment request had been made to WREN together with an interim Final Report. A full report would be completed once full costs were finalised. Also that the request for the £10k from Bedford Borough Council had been made through the Parish Council Clerk – Alison Southern.

ROQ

Both grant funders require the placing of plaques in the Hall. ROQ believed that this should be somewhere prominent and suggested to the right of the entrance door to the toilets. The Committee debated whether the plaques should be placed somewhere less prominent but ultimately agreed a prominent position like the one suggested. ROQ also suggested that both plaques should be mounted on a wooden board with a small plaque with some words about the refurbishment. RHarr volunteered to make the Board

RHarr

- 6.4). Store room/stairs carpet – LW confirmed that this was completed at the work weekend.
- 6.5). Store room – LW also confirmed that the painting and installation of the shelving (taken from one of the Show stores) was very successfully completed at the work weekend.

In her absence ROQ expressed sincere thanks from TM for all the work carried out to move the Toddlers Group equipment in to the new store and TM was apologetic that she was on holiday and unable to play an active role.

- 6.6). Summer clean weekend – LW & DW were pleased to report that we had a good turnout of volunteers and that a lot of good work was completed. LW to place posters on notice boards to express thanks.

LW

- 6.7) DW reported that a number of other jobs that needed to be sorted – the window in the paper-store was rotten and needs attention; the failing spot lights still need to be resolved; the small heater in the kitchen had gone again; kitchen drain needs to be cleared with rods; and a new closer is needed for the back kitchen door to avoid the loud slamming.

DW

7). Re-cycling

- 7.1). Performance update – FK reported that unfortunately the number of bins collected had fallen back again after the short rally during the summer.
- 7.2). Promotion - it was hoped that collections may pick up following the promotion at the Village Show, on the notice boards and in the Bulletin.

8). Any Other Business

- 8.1). Quiz night (10th October) – FK, HM, PS and LW volunteered to organise the food, RHall & ROQ to organise the Bar.
- 8.2) RHall ended the meeting by expressing very sincere thanks, both personal as Chairman and on behalf of the rest of the Committee, to DW for all the hard work that had gone into the completion of the refurbishment and to JG for the splendid bar that he had built single-handedly.

**FK/HM/PS/
LW/RHall/
ROQ**

Meeting schedule:

Tue 3rd November Biddenham Village Hall (after AGM)

Next Meeting – Tues 3rd November 2009 after the AGM BVH

Signed (Chair) Date

Biddenham Village Hall

Accounts for the Years ended 31 August

INCOME

	2009	2008	2007
Hire receipts	£13,405.00	£15,341.00	£13,538.00
Interest	£453.27	£664.71	£466.86
Newsprint sale	£65.64	£221.16	£238.92
Profit from Social Functions	£747.89	£765.41	£356.09
Grants			
Recycling credit	£611.20	£1,239.68	£602.88
Total	£15,283.00	£18,231.96	£15,202.75

EXPENDITURE

Maintenance & repairs	£5,531.17	£5,599.87	£6,049.75
Utilities	£2,816.49	£1,950.48	£1,766.08
Insurance	£1,120.49	£1,177.97	£1,091.23
Performing rights & licence	£356.42	£343.25	£319.99
Office costs	£269.74	£291.60	£124.73
Miscellaneous	£229.83		£180.00
Refurbishment	£10,387.22		
Improvements	£3,570.33	£3,019.54	£7,917.56
Advertising & web site	£0.00	£303.08	£389.23
Bank Charges	£0.35		£0.40
Total	£24,282.04	£12,685.79	£17,161.33

SURPLUS/DEFICIT	-£8,999.04	£5,546.17	-£1,958.58
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BVH Annual Usage from September to September

	2003/4	2004/5	2005/6	2006/7	2007/8	2008/9	
Monday a.m.	44	11	6	33	49	7	
Early p.m.				18	37	19	Yoga
p.m.	31	32	26	35	36	14	
eve	35	35	33	29	28	30	Guides
Tuesday a.m.	14	12	12	13	13	13	Coffee Shop
p.m.	24	34	34	2	2	3	
Eve	24	31	41	35	40	35	Country Dancing
							Gardeners'
Wednesday a.m.	42	38	40	35	36	36	Musical Minis
p.m.	22	30	3	4	1	1	
Eve	37	36	33	39	52	17	
Thursday a.m.	50	50	52	51	43	41	Under 5s
p.m.	9	4	1	5	3	3	
Eve	50	50	52	51	50	42	Whist
Friday a.m.	48	48	47	48	47	38	Pilates
Midday			8	12	12	10	First Friday Lunch
P.m.	35	34	36	34	34	31	Ballet
Eve	11	7	7	12	21	42	Tango
Saturday a.m.	42	36	35	34	38	39	
p.m.	33	32	36	38	32	34	
In					21	26	
Out					11	8	
eve	31	21	24	22	21	19	
In					16	18	
Out					5	1	
Sunday a.m.	7	30	27	30	26	29	Ceroc
In					23	26	
Out					3	3	
p.m.	34	37	33	45	36	40	Ceroc
In					31	33	
Out					5	7	
eve	4	5	2	5	6	9	
In					4	4	
Out					2	5	
Total	627	613	588	630	663	542	
Hire receipts	£10,787	£10,645	£11,914	£13,538	£15,341		

Hire increase May 2004, Sept 2006, Sept 2008

In = village residents+ Gt Denham + regulars

Out = Non village residents

Biddenham Village Hall

Electricity Costs 2009

Fixed until Apr 10 - Savings below are theoretical if we could change now

Period	kWh	kWh % Change	Actual Cost	Cost Change	Cost % Change	Average kWh Rate (p)	Rate % Change
Year to 12th Aug 08	9,780		£794.55			8.12	
Year to 7th Aug 09	7,770	-21%	£1,236.58	£442.03	56%	15.91	96%
Current Rate Same Usage	7,770	v 09 0%	£1,236.58	v 09 £0.00	v 09 0%	15.91	v 09 0%
Current Rate -10% Usage	6,993	-10%	£1,129.64	£-106.94	-9%	16.15	2%
<i>New Scottish Power Fixed</i>							
1 year	6,993		£609.70	v -10% £-519.94	v -10% -46%	8.72	v -10% -46%
2 year	6,993		£646.61	£-483.03	-43%	9.25	-43%

Gas Costs 2009

Gas is a variable rate - Should we change to a 1 or 2 year Fix?

Period	kWh	kWh % Change	Actual Cost	Cost Change	Cost % Change	Average kWh Rate (p)	Rate % Change
Year to 24th Jul 08	28,991		£833.86			2.88	
Year to 7th Aug 09	25,545	-12%	£1,080.56	£246.70	30%	4.23	47%
Current Rate Same Usage	25,545	v 09 0%	£1,007.10	v 09 £-73.46	v 09 -7%	3.94	v 09 -7%
Current Rate -10% Usage	22,991	-10%	£906.39	£-174.17	-16%	3.94	-7%
New Br Gas Fixed Contract							
1 year	22,991		£693.69	v -10% £-212.70	v -10% -23%	3.02	v -10% -23%
2 year	22,991		£768.41	£-137.98	-15%	3.34	-15%