

## BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

### Minutes of Meeting held at BVH on Tuesday 3<sup>rd</sup> November 2009

#### Present:

Rich Hall (Chairman)	Richard O'Quinn (Secretary)
David Watson (Technical Officer)	Liz Watson (Treasurer)
Heather Marks (Bookings Officer)	Terry Allen (Parish Council)
George Metcalf (Gardeners Assoc)	Tracy Matthews (Toddlers)
Philippa Smith (Environmental Officer)	John Greengrass (Dep Tech Officer)
Fiona Kraus (Re-cycling Officer)	Richard Harris (Asst Secretary)

#### 1). **Membership**

1.1). Apologies for Absence - Bridget Cristofoli, Phil Inness

1.2). Deed of Understanding – the deed for 09/10 was signed by all present.  
To be signed by BC and PI in due course.

**BC/PI**

1.3). Environmental Officer – at the AGM a new position of Environmental Officer was agreed with PS taking on that responsibility.

1.4). St James' School Rep – PS to seek a new member of the School PA to join BVHMC

**PS**

#### 2). **Minutes of Last Meeting (8<sup>th</sup> September 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: £5,587  
CAF (Charities Aid Foundation) Account: £326

4.2). VAT reclaim – DW advised that he was pulling together the paperwork to be able to make a claim for reimbursement of the VAT charged on the disabled toilet element of the refurbishment. DW and LW to progress.

**DW/LW**

4.3). Recycling credit – LW advised that, at last, Bedford Borough Council had confirmed that the recycling credit would be paid covering the period from July 2008. This had been secured following the intervention of Roger Gwynne Jones. The Committee expressed their gratitude to RGJ.

LW also advised that the credit would be rising significantly to £40 per ton and that Pearce were increasing their payment to £10 per ton.

- 4.4). Cleaner's job description & pay – LW confirmed that a new Job Description and Work Schedule were being drawn up. A new pay rate would be agreed once this had been completed **LW**
- 5). Policy, Administration and Procedures**
- 5.1). Booking Admin - HM reported that the Hall had been left in a poor state after a recent wedding booking. Unfortunately this was not discovered until after the return of the deposit. With hindsight this explains why the hirer had given a gift of a bottle of Cava. Given the extra cleaning work this will be given to Georgina, the Cleaner. **HM**
- HM alerted the meeting for the need to encourage the new Licensee of the Three Tuns to take on the responsibility for handing-out and collecting-in keys.
- LW reported that James Gardner would be moving the website to a new server and that the required changes would be made subsequently. **LW**
- 5.2). New health & safety policy – DW reported that he has updated the policy following the toilet refurbishment; in particular risks from asbestos and legionnaires disease no longer apply.
- DW confirmed that all required actions had been completed apart from safe storage of dishwasher chemicals. This would be completed and the policy would be published on the website. **DW  
DW**
- 5.3). Health & safety DW confirmed that the quarterly checks had been completed and that monthly inspections were now being carried out by the Committee.
- DW advised that a check of the sound limiter remained outstanding. **DW**
- DW reported that a new supplier had to be found for the cooker hood and work could start in the coming week with the cost rising to just over £1k fitted. The Committee agreed to proceed. **DW**
- 5.4). Monthly safety inspection 2010 Rota – this was agreed and is attached.
- DW to prepare a set of keys to be used for the monthly checks and passed on accordingly. **DW**
- 5.5). Rental of Barn Store LW reported that the store had now been cleared out, was ready for rental and that Marsh Musselle remained interested.
- The meeting discussed concerns that restrictions should be applied to the use of the store and that appropriate arrangement should be agreed about the use of electricity. It was agreed that DW and ROQ would discuss with Marsh Musselle. **DW/ROQ**

RHarr had identified a model rental agreement on the web and the Committee agreed that it looked suitable.

Subsequent to the discussion with Marsh, ROQ to review and amend the rental agreement accordingly. The meeting confirmed that a rent of c£30 per month, paid quarterly, was acceptable given the restricted access that would apply on occasions.

**ROQ**

RHarr advised that there would be no issues with Insurance cover as long as appropriate restrictions applied to use and storage of hazardous materials.

- 5.6). Biddenham Bulletin – ROQ apologised to the Committee for not publicising the AGM in the Bulletin but assured the Committee that the requirements of the Constitution were maintained through publicity on notice boards. Nevertheless ROQ confirmed that appropriate action would be taken next year.

**ROQ**

For future Bulletins, RHall agreed to write a summary of his Chairman's Report and FK agreed to write a piece on recycling including the new hire payment rates.

**RHall  
FK**

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

- 6.1). Bar & toilets refurbishment – DW confirmed that final costs were £33.4k, £4.1 k more than the original estimate of £29.3k. There were £1.4k costs on items that were missing from the specification and £2.7k on extra work agreed after the work commenced. The final cost should be reduced by the amount of any VAT reclaimed on the disabled toilet.

ROQ to file final report to WREN and to progress a plaque from Bedford Borough Council.

**ROQ**

- 6.2). DW advised that given the high cost of the refurbishment other improvements in 2010 will be limited and are likely to cost under £1k. A priority will be attending to the kitchen drain which blocks regularly.

**DW**

The purchase of new chairs would incur considerable expense and will need to be considered in 2011 or beyond.

## **7). Environmental**

- 7.1). Environmental Plan – PS confirmed that the annual review of the Plan had been completed and the Policy remains unchanged. She also confirmed that most of last year's plan was implemented, largely as a result of the toilet refurbishment, with impractical actions left for further consideration or implementation when practical.

**PS**

- 7.2). Environmental Audit - PS advised that carrying out a new audit was necessary and that she would need assistance. ROQ volunteered to assist.

**PS/ROQ**

- 7.3). Other - Immediate actions revolve around publicity and convincing users to act in ways beneficial to the environment.

**PS**

**8). Re-cycling**

- 8.1). Performance update – FK reported that, unfortunately, collections have reverted to the previously low level. But with higher payments (discussed under 4.3 above) income should recover to a satisfactory level.
- 8.2). Promotion – an article was agreed for the next Biddenham Bulletin (see 5.6 above).

**9). Any Other Business**

9.1). Meetings for 2010 -

Tue 5 <sup>th</sup> January	Phil's – 36 Days Lane
Tue 2 <sup>nd</sup> March	Biddenham Village Hall
Tue 4 <sup>th</sup> May	Fiona's – 29 Biddenham Turn
Tue 6 <sup>th</sup> July	Biddenham Village Hall
Tue 7 <sup>th</sup> September	Rich O'Q's – Barn House, Duck End Lane
Tue 2 <sup>nd</sup> November	Biddenham Village Hall (after AGM)

Next Meeting – Tues 5<sup>th</sup> Jan 2009 at 8pm 36 Days Lane

Biddenham Village Hall
Monthly Inspection Schedule 2009/10
To be carried out close to the start of each month

Month	Responsible	Shadow
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2009

October	Richard O'Quinn	Richard Hall
November	Richard Hall	Terry Allen
December	Terry Allen	Fiona Kraus

2010

January	Fiona Kraus	Richard Harris
February	Richard Harris	Tracy Matthews
March	Tracy Matthews	John Greengrass
April	John Greengrass	Philippa Smith
May	Philippa Smith	George Metcalf
June	George Metcalf	Phil Inness
July	Phil Inness	Bridget Cristofoli
August	Bridget Cristofoli	David Watson
September	David Watson	Richard O'Quinn
October	Richard O'Quinn	Richard Hall
November	Richard Hall	Terry Allen
December	Terry Allen	