

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE
Minutes of Meeting held at 23 Biddenham Turn on Tuesday 5th May 2015

Present: Phil Inness (Chair) Liz Watson (Treasurer)
David Watson (Technical Officer) Martin Hosegood (Vice Chair),
Richard O'Quinn (Secretary) Heather Marks (Booking Officer)
George Metcalf (Gardeners Assoc) Tom Perry (Toddlers)
John Esam (Parish Council) Zoe Hagger (St James's PSA)
Richard Harris (Assistant Secretary) Fiona Kraus (Re-cycling Officer)
John Greengrass (Dep Technical Officer)

1 Membership

1.1 **Apology for Absence** - Philippa Smith (Environmental Officer)

1.2 **Deed signing** – PS to sign in due course. **PS**

1.3 **PC representative** - JE confirmed that he has ceased to be a Parish Councillor and therefore resigned as a Trustee effective at the end of the meeting. He would continue to assist at work weekends when possible. He advised that there may be a delay before a new PC representative would be forthcoming. ROQ to follow-up. **ROQ**

2 Minutes of Last Meeting (3rd March 2015)

These were approved and signed by the Chair

3 Matters Arising (other than Agenda Items)

There were none.

4 Finance

4.1 **Balances & Accounts** – NatWest: £8,014, Virgin Notice: £15,000, Virgin Instant: £5,042, CAF: £62. LW passed around the financial books for the Committee's inspection.

4.2 **Cleaner's pay** – LW advised that the last increase was in Apr 2012 and current rate is £288 net for 30 hours per month. After much debate a 6% increase was agreed. **LW**

4.3 **Paper store** – now that the paper recycling has ended the options for the paper store were discussed. LW advised that each store could have a notional worth of £25k to £35k although value could be affected by the inconvenient access (across the driveway and into the car park). The Musselles pay £364 per annum for the middle store and would be interested in renting the paper store but at a lower rate.

It was agreed that the committee should openly consider the future of all 3 stores to ensure that the best use is made of the charity's assets. TP to take some photos and seek professional advice from one of his contacts. DW to provide plans to TP. **TP**
DW

5 Policy, Administration and Procedures

5.1 **January minutes** – RH to pass the signed copy to ROQ for the file. **RH**

5.2 **Secretary Job Description** (attached) – ROQ suggested that the non-secretarial responsibilities could be taken on by other committee members and the secretarial ones could be split differently between the new Secretary and the Assistant Secretary.

FK offered her services as Secretary and RH agreed to take on more responsibilities including the supply of services. HM offered to take on the website responsibilities. ROQ to liaise with all concerned to ensure an efficient handover. **ROQ**

5.3 **Redistribution of Technical Officer jobs** – DW reiterated his desire to pass on some of his responsibilities to others. All to consider the 3 areas below for next meeting. **ALL**

The **Alcohol License** is up for renewal creating an opportunity for someone to take on this role. DW believes that the rules have changed and the new licensee can be the committee rather than an individual, DW advises that the person taking on the responsibility should not be HM so that in her role as bookings officer she does not have refuse a licence to hirers. **DW**

Showing users the **PA system** could be a lesser burden if a charge (say £10) was to be introduced for non-villagers. HM & DW to consider **DW/HM**

Cleaning the Dishwasher to be passed to the cleaners as part of the pay increase (see 4.2). **LW**

5.4 **Charity Commission return** – a draft to be emailed for all to approve before submitting. **ROQ**

- 5.5 **Booking admin** – all in order. In spite of the changes made to the website home page, hirers are still calling for information that could easily be found on the website.
- 5.6 **Website** – FAQs, spam mail & Google+ carry forward. HM/ROQ
- 5.7 **Biddenham Diary** – ROQ to establish the latest situation. ROQ
- 5.8 **Health & safety** – monthly checks have been done, quarterly is due and annual will be due in the next few months. DW to consider disabling the heaters prior to the installation of the new ones. Risk review will be carried in the autumn, after the kitchen refit and new heaters. DW
- 5.9 **Instructions rewrite** – comments received from Martin Kraus and JE drafted a one-page summary. DW to finalise plus an instruction book. Copies to be uploaded to the website. DW
- 5.10 **Instructional video** – carry forward. ROQ
- 5.11 **Monthly check-sheet** – defibrillator to be added and doc uploaded to the website. ROQ
- 5.12 **Biddenham Bulletin** – Toddlers use of the Hall article in progress. TP
- 6 Improvements, building & maintenance**
- 6.1 **Gas heater replacement** – DW proposal sent by email prior to the meeting had been agreed by everyone. The 4 new heaters will be longer but narrower than the current heaters and 7kw each, the same as current. Fitting will be carried out by our regular fitter for c£500 which compares well with the £120 paid when one was moved recently. Installation specialists who surveyed the Hall advised extra ventilation through 2 floor level vents (1 in fire exit door & 1 in the meter cupboard), by fixing the roof vent open and a panel in the roof access in the annexe. Electricians will be fitted by our regular electrician to include a cut-off timer switch. Proximity of the curtains is not a problem now. Total cost expected to be £2.3k plus £1.4k installation and additional ventilation. A decision on the need for cages to be considered after installation. DW
- 6.2 **Kitchen refit** – DW proposal sent by email prior to the meeting had prompted a number of queries regarding the quoted costs. In response DW provided further justification. At the previous meeting DW had 2 indications prior to written quote of £15k and £17k. The £15k contractor submitted a written quote for £14,850, the other failed to provide a written quote in spite of claiming four times that a quote had been sent.
- TP, given his professional experience, used National Housing Federation scheduled rates and came up with an estimate of £14k. DW advised that the biggest variable is the cupboard units and doors which could range from £2k to £9k. The figure in the recommended quote is £3.5k. DW has verified that the unit costs are accurate and the labour equates to 40 man days @ £165 a day. On the basis of the above, all attending the meeting were unanimous in giving the go ahead. Total cost including new fridge and freezer would be c£16k. After this and the new heaters the cash reserve would be c£8k. Unit, worktop & flooring designs to be decided by a sub-committee of LW, HM, TP & ROQ. DW
LW/HM
TP/ROQ
- 6.3 **Outstanding & new work** – dishwasher service due @ £110 plus VAT,
- 6.4 **Garden** – the committee thanked Jeremy Arthern & the Gardeners' Association for the work on the garden.
- 7 Environmental**
- 7.1 **Biennial audit report** – carry forward PS
- 8 Any Other Business**
- 8.1 **St James's School emergency use of the Hall** – agreed that the Hall would be recorded as the area for 150 adults & children to congregate should an evacuation of the school be needed. Regular hirers to be advised. LW/HM
- 8.2 **Under 5s keys** – TP advised he would be cutting a second key for the store cupboard. TP
- Meeting schedule:**
- | | |
|---------------|---------------------|
| Tue-07-Jul-15 | BVH |
| Tue-08-Sep-15 | Heather's |
| Tue-03-Nov-15 | AGM & Committee BVH |

Approved:

Date:

Job Description – Secretary (as adopted by Richard O’Quinn, 2002-2015)

Main Purpose

1. Ensuring meetings are effectively organised and minuted.
2. Maintaining effective records and administration.
3. Upholding legal requirements.
4. Communication and correspondence.

Responsibilities

1. Prepare & send out the agenda for the management committee meetings.
2. Take and send the minutes of meetings.
3. Assist the Chair with the good & proper running of meetings.
4. Set the dates and venues for committee meetings
5. Prepare & advertise the agenda for the AGM (and any EGM).
6. Assist the Chair in the preparation of the annual report.
7. Assist the Chair with the good & proper running of the AGM.
8. Ensure that good records are kept of all meetings and the committee membership.
9. Ensure records held by the Charity Commission are up to date including submitting the annual return.
10. Help members understand their legal responsibilities and ensure they make a commitment annually.
11. Welcome new members and provide information for them to understand their responsibilities.
12. Keep abreast of the Charity Commission requirements and communicate to members.
13. Contribute to revision of hire agreements and instructions.
14. Liaise with legal advisers on appropriate matters.
15. Carry out other actions as agreed by the committee.
16. Liaise with the BRCC (Bedfordshire Rural Communities Charity).
17. Liaise with other village organisations as necessary

Responsibilities held by the Assistant Secretary (Richard Harris)

1. Take the minutes of the AGM.
2. Organise the best provider of Insurance.
3. Provide cover on all of the above in the absence of the Secretary.

Other, non- secretarial, responsibilities adopted by Richard O’Quinn

1. Organise the rota for monthly inspections of the hall.
2. Keep up to date the monthly inspection form.
3. Organise the best supply of electricity, gas and broadband.
4. Monitor the usage of electricity and gas and report to the committee.
5. Change the Wi-Fi password monthly.
6. Ensure the website is running in good order.
7. Upload committee documents to the website.
8. Make changes and improvements to the website.
9. Manage the relationship with the website developer
10. Manage the google+ pages
11. Develop social media presence
12. Liaise with other re the Biddenham Diary.
13. Write articles for the Biddenham newsheet.
14. Assist with environmental matters including audits