

## Biddenham Village Hall Management Committee

### Minutes of Meeting held on Tuesday 7th July 2015 at Biddenham Village Hall

#### Present:

Martin Hosegood (Vice-Chair)  
Richard O'Quinn (Secretary)  
Liz Watson (Treasurer)  
Dave Watson (Technical Officer)  
Heather Marks (Bookings Officer)

George Metcalfe (Gardeners' Association)  
Richard Harris (Assistant Secretary)  
Tom Perry (Toddlers)  
Fiona Kraus

#### 1. Membership

**1.1 Apologies for Absence:** Phil Inness (Chair), John Greengrass (Dep Technical Officer), Philippa Smith (Environmental Officer), Zoe Hagger (St.James' PSA)

PS

**1.2 Deed Signing:** To be signed by PS in due course.

**1.3 Parish Council Representative:** RO'Q has reminded their clerk. A decision on a new representative may be made by next week.

RO'Q

#### 2. Minutes of the last meeting

**2.1** One amendment needed, TP requested a copy of the under stair cupboard key, not the hall keys.

TP

#### 3. Matters Arising (other than agenda items)

**3.1** No matters arising.

#### 4. Finance

**4.1 Balances and Accounts:** Virgin £5,042, Virgin Notice Account £15,000 (notice has been given to remove cash in mid August to pay for the kitchen refurbishment), NatWest £6,928, CAF £62. LW passed around the financial books for the committee's inspection. DW advised the committee that the new hall heaters and fridge/freezer had been bought but the money still to come out of the accounts.

**4.2 Bank Signatory:** MH will replace RO'Q who is stepping down as Secretary. LW will arrange the paperwork. LW confirmed our independent examiner, Sarah Guri, is still willing to carry on this role.

LW/MH

**4.3 Paper Store:** TP has spoken to his contact for advice on how the committee should proceed if we decide to go ahead with a change of use. After much discussion the following main points emerged:

**4.3.1** It is crucial that BVHMC is seen to consider all options for the future use of the paper store bearing in mind the best outcome for the village.

**4.3.2** St James' School should be asked by TP if they have a need of the extra space following the recent Council decision to implement 2 tier education in Bedford.

TP

**4.3.3** TP to approach Bedford Borough Council to ask what would happen if BVHMC applied for a change of use. The council provides some free consultation advice.

TP

LW

**4.3.4** The Mussells, who currently rent a barn from BVHMC, are to be advised that the committee is currently considering all options for the barn.

**4.3.5** Consideration to be given to conducting a stock survey as proposed by TP's contact.

**4.3.6** The Biddenham Show Committee might also have an interest in extra storage space. Simon Smith from the Show Committee has asked DW if they can use the Paper Store to store some additional trolleys and tables permanently and at no cost. If the BVHMC has no need for the space the Show Committee can use the barn but there will be a charge. DW to email a response to Simon Smith.

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

**5.1 January Minutes** RH to provide a copy of the January minutes for the file.

**5.2 Secretary Handover** RO'Q and FK are to get together to discuss the handover of the secretary role before the September meeting. LW/HM will take over the website. RH will take on services supply matters.

**5.3 Alcohol Licence** The Alcohol Licence runs out in September and DW thinks he can cease being the Designated Premises Supervisor and the Committee can take it on. HM agreed to be the responsible committee member. DW to establish what needs to be done.

**5.4 PA System Demos** DW will carry on with the PA demo role. HM to implement a £10 charge for all but regular Hirers.

**5.5 Dishwasher Cleaning** LW has agreed with the cleaners taking on the cleaning of the dishwasher, new oven and fridge.

**5.6 Charity Commission Annual Return** RO'Q has completed this and all had received copies.

**5.7 Booking Admin** All running smoothly with nothing to report.

**5.8 Website** Handover is done. HM will take on FAQs. LW/ RO'Q will look into reintroducing Captcha to reduce spam mail. Google+ carried forward.

**5.9 Biddenham Diary** This does not appear to have worked.

**5.10 Health and Safety update** DW reported that all checks are up to date. The annual review of the accident book showed no accidents recorded. The fire extinguishers have been checked and recharged. Boiler inspection and portable appliance testing done. The remainder of the annual checks will be done on the August work day which, due to the kitchen refurbishment, will take place on 2nd September this year, from 2pm.

**5.11 Monthly Inspection** The August inspection is still to be carried out regardless of the kitchen refurbishment.

**RO'Q**

**5.12 Instructions review/rewrite** Carry forward.

**5.13 Instructional Video** Carry forward.

**5.14 Fire Safety Training** This is for regular users and needs doing again. LW will action.

**5.15 The Loop** TP was congratulated on his brilliant article for The Loop. Next issue to carry a report on the kitchen refurbishment.

## **6. Improvements, Building and Maintenance**

**6.1. Gas Heater replacement** The heaters have been purchased and will be fitted on 10th August, tested on 11th August. Improved ventilation work to be carried out prior to fitting.

**6.2 Kitchen Refit** DW has given details of the chosen colours. Work to start as scheduled with completion by 2nd September

**6.3 Completed Work** Dishwasher service done.

## **7. Environmental**

**7.1 Biennial Audit Report** As there has been no word from PS this item will be carried forward. **PS**

## **8. Any Other Business**

The annual Quiz Night on Saturday 10th October 2015 is to be advertised in the September edition of The Loop and on the website. **LW**

Date of next meeting: Tuesday 8th September, 8pm, at Heather Mark's 27 Biddenham Turn