

Biddenham Village Hall Management Committee
Minutes of Meeting Tuesday 2nd January 2018, 8pm, 17 Biddenham Turn

Present

Martin Hosegood	Vice Chair	George Metcalf	Gardeners' Association
Liz Watson	Treasurer	Julia Johnson	PCC
Fiona Kraus	Secretary	Yvonne Gee	Biddenham U5s
Jenny Williams	Bookings Officer	Richard Harris	Assistant Secretary
Pat Edmunds	Assistant Bookings Officer	John Greengrass	Deputy Technical Officer
David Watson	Technical Officer	John Esam	Website Manager

1 Membership

1.1 Apologies for Absence: Phil Inness (Chair), Tom Perry (St James' School), Mary Hosegood (Environmental Officer)

2 Minutes of Last Meeting (07/11/2017): These were agreed.

3 Matters Arising (other than Agenda items)

3.1 Deed of Understanding: Signed by the remaining trustees.

3.2 Data Protection: With the introduction in May of the General Data Protection Regulation (GDPR) the committee has been considering how this will affect the personal information we hold on hirers, employees and trustees. "Preparing for the GDPR", a document produced by the Information Commissioner's Office (ico.), was considered and after discussion it was agreed that **JE** would produce a draft policy for consideration at the next meeting. This will advise hirers, employees and Trustees of the personal data we hold, why we hold it, what we use it for and how long we will keep it before deleting it. As a general rule, we will delete booking information after the AGM following the booking. This means checking our legal requirements for employee records, pay details, and insurance purposes. **JW** will confirm with the website developer that he is not holding any personal data relating to the booking system.

3.3 Hire Charges: This will be fully discussed at the next meeting. **LW** had noted that there are fewer bookings for the weekend afternoons, perhaps as a result of the opening of a new Community Hall in Great Denham.

4 Finance

4.1 Balance and Accounts: Virgin Deposit Account £2184; Virgin Notice Account £10896; Natwest £11917. The CAF account has been closed.

4.2 Services Supply: RH had circulated information on year on year energy consumption prior to the meeting. This showed a reduction in gas consumption of 22% since 2015, probably due to the installation of more efficient heaters and the replacement of the gas hob by an electric one. Electricity consumption has also reduced by 12% since 2015, probably a result of less cooking and the installation of energy efficient bulbs. A new electricity energy supply agreement has been agreed to start in April. **MH** thanked **RH**.

- 4.3 Insurance:** **RH** said that we took out a five-year contract in January 2016 and the current premium is £1092. Our policy cover is enhanced (some protection against underinsurance) as we have this deal, and also covers the defibrillator, the show marquees and non-commercial hirers. **RH** proposed that we review our inventory this summer to ensure we are insured at the correct level. **LW** will check that our commercial hirers have their own insurance. **DW** asked at what level rebuilding costs are insured? **RH** replied it is currently £667000. It was agreed to ask **TP** for advice on rebuilding costs. **RH**
RH
LW
TP
- 5 Policy, Administration and Procedures**
- 5.1 Alcohol Licence Report:** 12 issued to First Friday, 1 issued to Quiz Night
- 5.2 Booking Update:** 3 non-village bookings since November. The contact button has been reinstated on the website but enquiries are going to the previous Bookings Officer. **JW** is following up. **JW**
- 5.3 Website:** The speed issue has been resolved, the contact button has been reinstated but the GMT/BST issue is still to be resolved. **JW/PE/LW** have asked the web designer for some extra functionality and he will report back on feasibility by mid-January.
- 5.4 Health and Safety:** Checks OK, nothing to report. The risk review has been updated and **DW** will update the website accordingly. **DW**
- 5.5 Policies:** Nothing to report. Policies will be reviewed in September.
- 5.6 The Loop:** The Hall is the venue for a 3-day wedding in February. **JW** will ask the hirers if they would be happy to provide some photographs for the website and a Loop article. **JW**
- 6 Improvements, Building and Maintenance**
- 6.1 Fire Risk Review:** **DW** has spoken to the Fire Risk inspector about his recommendations and how many we need to carry out. **DW** concluded that we needed to implement his recommendations, except for stopping the storage of tables and chairs under the stairs, which is not necessary given the other work on the stairs. The main items are: fire-proofing the electric cupboard and the hall cladding using fire-retardant spray; treating the storeroom ceiling and adding risers and plasterboard to the stairs. **DW** proposed that we no longer allow children upstairs in the annex, unless accompanied by an adult as the stairs are their only means of escape in the event of a fire. **DW** will put together a timetable for the remainder of the work aiming for completion by the end of August 2018. **JJ** asked if there were any implications for the insurance, there are not. **DW**
- 6.2 Completed Work:** Nothing to report
- 6.3 Outstanding and New Work:** The Fire Risk Review work; the annex door still needs repairing; waiting for quotes for the emergency lights and the barn wall repointing. **DW** reported that the CD player was broken and he had replaced it with an old one of his. He suggested we replace the CD player with a Bluetooth receiver at the cost of £30. This was agreed. **DW** also reported that the plinth heater in the kitchen is not working and he is liaising with the manufacturer to get it repaired. If this is not possible it will be replaced.
- 7 Environmental:** Nothing to report.
- 8 Any Other Business**
- 8.1 Village Halls Week,** being organised by ACRENetwork, allowing halls to publicise themselves on social media. Not appropriate for us as we do not have a Twitter account.

- 8.2** **GM** asked if the kitchen heating can be improved. **DW** referred him to his comments about the plinth heater (see 6.3) and said if it is not repaired in time for the next coffee morning/First Friday then temporary heating arrangements can be made.
- 8.3** **DW** is away from 12th-26th February and JG is also away. **RH/MH/JE** all offered to help if needed during that time.
- 9** Next meeting: Tuesday 6th March, 8pm, 1 Main Road

Signed
Name
Date