

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at 17 Biddenham Turn on Tuesday 6th January 2015

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

1 Membership

1.1 **Apologies for Absence** – George Metcalf (Gardeners Assoc), Philippa Smith (Environmental Officer), Zoe Hagger (St James's PSA).

1.2 **Deed signing** – this was signed by PI and will be signed by PS in due course.

PS

2 Minutes of September Meeting

A phrase in 6.2 was changed to "If a replacement cooker was to use gas, the resulting safety installation would cost in the order of £5k". The minutes were then approved and signed.

Minutes of Last Meeting (4th November 2014)

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: £8,037, Virgin Notice: £15,000, Virgin Instant: £5,042, CAF: £62. LW passed around the financial books for the Committee's inspection.

5 Policy, Administration and Procedures

5.1 **Booking admin** – HM reported all in order.

5.2 **Website** – the changes HM requires to the home page to be done before her holiday. HM to suggest a time to ROQ.

HM proposal for FAQs page, carry forward.

LW commented that the 360 tour is great and much better than her expectation. ROQ to contact Simon Smith re producing an instruction 360 degree tour.

HM/ROQ
HM

ROQ

5.3 **Biddenham Diary** - ROQ to follow up.

ROQ

5.4 **Health & safety** – all in order, monthly checks all ok.

5.5 **Instructions review/rewrite** – PI has done a redraft, DW to review and edit.

DW

5.6 **Biddenham Bulletin** - PI to produce a summary of his AGM report and include the planned improvements, the defibrillator and the Secretary upcoming vacancy.

PI

5.7 **Secretary** – all to consider possible candidates. ROQ to prepare job spec.

ALL/ROQ

6 Improvements, building & maintenance

6.1 **Cooker replacement** – via email DW proposed 3 options and one was agreed – Parry P9EO electric oven (same size as existing gas oven) £1,036, Buffalo heavy duty two ring (3.5kw each) induction hob £380, Electrolux Infra-red 2 ring £718. This solution has a total cost of £2,364 being the most expensive option but also the quicker pan heating solution that also alleviates the issue with incompatible pans.

This (as with the other 2 options) is a low power solution using a normal plug. The existing wiring can be used with a new RCD in the hall cupboard and a new switch in the kitchen. Cost of these and connecting appliances is £185; cost of capping existing gas pipe and removing old cooker is £45. DW predicts that overall energy usage will decrease albeit at extra cost (of electricity v gas). Part of the increase will be offset by the gas saved from not having an oven pilot light. With implementation imminent, hirers need to be advised of the change.

HM/LW

- 6.2 **Gas heater replacement** – DW obtained a quote from the supplier of the patio-style gas heaters – £2,900 (+VAT) plus £1,000 installation (+VAT). DW believes that cages would not be needed. The heaters would save on the gas used by the pilot lights. Off timers could be fitted to overcome the issue of hirers failing to turn off correctly. Issue could be aesthetics and still need to consider whether ventilation will need improving. DW to consider local companies for installation. **DW
DW
DW**
- 6.3 **Kitchen refit** – DW recommended that 3 weeks in August should be reserved. DW to obtain indicative quotes from 2 fitters. Fittings would be strengthened domestic rather than commercial apart from the wall cladding which is commercial. Budget idea is £15k. HM to block out 3 weeks. DW will need help on planning. **HM**
- 6.4 **Completed work** – normal repairs; new stair gate; repair following cleaner's cupboard broken into.
- 6.5 **Outstanding & new work** – 10 new keys to be ordered (£120); Dishwasher service due & leak mended. **DW
DW**
- 6.6 **Defibrillator** – to be installed soon. **LW/DW**
- 6.7 **Heritage Trail board** – permission agreed for the siting of the Board on the barn store wall as long as in keeping with existing boards. ROQ to confirm to Tony Wood. **ROQ**
- 7 Environmental**
- 7.1 **Biennial audit report** – carry forward **PS**
- 8 Re-cycling**
- 8.1 **Paper performance** – FK reported that we had collected 4 more bins than previous year – 94 v 90. LW informed that the Council will not pay the recycling credit for any collections after the end of October 14. JE to raise at the Parish Council meeting. Loss equates to a 7% increase in hall hire receipts. If the decision cannot be reversed, consider offering the store for rent. Put rate increase on the agenda for next meeting. **JE
LW
ROQ**
- 8.2 **Promotion** – on hold.
- 8.3 **Clothes bank** – since installation it has raised £331 for the Salvation Army's social welfare provision in the UK.
- 9 Any Other Business**
- 9.1 **Noddors Way new occupants** – carry forward. **RH**
- 9.2 **Keys for Toddlers** – key safe to be considered for when key holders are not present. **DW**

Meeting schedule:

| | |
|---------------|---------------------|
| Tue-03-Mar-15 | BVH |
| Tue-05-May-15 | Martin's |
| Tue-07-Jul-15 | BVH |
| Tue-08-Sep-15 | Heather's |
| Tue-03-Nov-15 | AGM & Committee BVH |

Approved:

Date: