

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at Biddenham Village Hall on Tuesday 3rd March 2015

Present: Martin Hosegood (Vice Chair), Liz Watson (Treasurer)
David Watson (Technical Officer) George Metcalf (Gardeners Assoc)
John Esam (Parish Council) Tom Perry (Toddlers)
Richard Harris (Assistant Secretary) Fiona Kraus (Re-cycling Officer)

Also present Rozanne Randle

1 Membership

1.1 **Apologies for Absence** – Phil Inness (Chair), Philippa Smith (Environmental Officer), Zoe Hagger (St James's PSA), Heather Marks (Booking Officer), Richard O'Quinn (Secretary), John Greengrass (Dep Technical Officer)

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

PS

2 Minutes of Last Meeting (6th January 2015)

The date of the last meeting was corrected to the 4th November and then the minutes were approved and signed by the Chair.

3 Matters Arising (other than Agenda Items)

There were none.

4 Finance

4.1 **Balances & Accounts** – NatWest: £6,853, 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** – MH reported all in order.

5.2 **Website** – The changes required had been made to the Home page by HM/ROQ. Spam E-mails were being received regularly and ROQ will look into employing Catcha or something similar.
HM proposal for a FAQs page, carry forward.

HM/ROQ
ROQ

HM

5.3 **Biddenham Diary** – carry forward.

ROQ

5.4 **Health & safety** – all in order, monthly checks all ok. Two recent reported gas leaks suspected of being caused by users not switching off the gas taps correctly, further emphasising the need for improved and safer heaters.

DW

5.5 **Instructions review/rewrite** – An update had been produced by DW which needed to be reviewed. DW to circulate to FK (for review by Martin Kraus), RR for her new eyes and JE.

DW

5.6 **Instructional Video** – Carry forward

ROC

5.7 **Biddenham Bulletin** – Plans for the kitchen update would be produced once the details had been agreed. However it was agreed that short articles should be produced by the non-commercial users to publicise their activities. TP agreed to produce the first covering the Toddlers.

TP

5.8 **Secretary** – Carry forward for ROQ to prepare job spec.

ROQ

6 Improvements, building & maintenance

6.1 **Cooker replacement** – The new cooker and hobs were operating well and the total cost is expected to be about £2330, once all bills have been received, slightly less than originally estimated.

6.2 **Gas heater replacement** – Two suppliers have made proposals for replacing the gas fires but neither has so far provided assurances that their plans will meet the necessary gas safety requirements. Areas of particular concern are the adequacy of the ventilation and the distance from combustibles such as the curtains. Should satisfactory assurances not be forthcoming, an independent consultant will be approached to provide specialist advice at an estimated cost of £400.

DW

- 6.3 **Kitchen refit** – DW had obtained 2 outline quotes for the refurbishment of the kitchen comprising a new floor, new units, one sink (moving the existing single sink to the right of the dishwasher), and a new extractor. Indicative costs were £15–17,000. Costs would be about £3,000 higher if a plastic floor to ceiling wall covering was specified. DW would progress the details and would need a sub group to help him agree the details of the design in due course. **DW**
- 6.4 **Completed work** – Installation of New cooker, Defibrillator and key safe. **DW**
- 6.5 **Outstanding & new work** – The dishwasher servicing was outstanding.
- 6.6 **Defibrillator** – The defibrillator had been installed and training was due to be carried out on the 31 Mar. Checks of the battery were needed monthly and it was agreed that they should be included as part of the monthly H & S inspection schedule. **ROQ**
- 7 Environmental**
- 7.1 **Biennial audit report** – carry forward **PS**
- 8 Re-cycling**
- 8.1 **Paper performance** – The ending of paper collection by the Village Hall had been reported in the Bulletin and also a notice had been attached to the paper store door to inform users. That said we are seeing a decline in paper collections which under the circumstances is not unexpected given the cessation of the recycling credits.
- 8.2 **Future us of paper store** – Letting out the paper store as a garage / store could make about £10 per week (£130 / qtr) although the Mussels were only paying £90 / qtr. With no alternative uses for the paper store / garage, a possible option would be selling the stores / garages. The Mussels were the only likely interested parties and before approaching them we needed to gain some understanding of their value and LW would obtain a valuation. **LW**
- 9 Any Other Business**
- 9.1 **Use of the Village Hall by St James School** – The School had asked to include the Village Hall as an assembly area in their emergency plan. Whilst the committee were sympathetic, more information was needed before a decision could be made. Concerns included the impact on regular hirers, the number of people involved, and whether regular drills would be involved? **ZH**
- 9.2 **Quiz Night** – The Quiz night had been booked for the 10 October, tickets to be £12.50.
- 9.3 **Nodders Way New Occupants** - RH had contacted the new occupants of No 2 and 7 Nodders Way.
- 9.4 **Cricket Club** – It was agreed that the Village Hall would sponsor an advertisement in the Cricket Club programme at a cost of £75.
- 9.5 **Alcohol License** – DW had held the Alcohol License for the Village Hall. This involved the approval and award of about 20 licenses per year for which the hirer paid £15 which covered the license training costs. For the future he wanted to offload this responsibility. Carry forward to the next meeting – see Item 9.7.
- 9.6 **PA System** – DW met hirers that needed to use the PA system and briefed them on its use. For the future he wanted to offload the responsibility. Carry forward to the next meeting – see item 9.7.
- 9.7 **Redistribution of Jobs** - Carry forward to the next meeting.
- Meeting schedule:**
- | | |
|---------------|---------------------|
| 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: