

Biddenham Village Hall Management Committee

Minutes of meeting held 3rd November 2015 at Biddenham Village Hall

Present

Martin Hosegood (Vice Chair)
Liz Watson (Treasurer)
Fiona Kraus (Secretary)
Tom Perry (Toddlers)

David Watson (Technical Officer)
Richard Harris (Assistant Secretary)
John Greengrass (Deputy Technical Officer)

1. Membership

1.1 Apologies for Absence: Phil Inness (Chair), George Metcalf (Gardeners' Association), Heather Marks (Bookings Officer).

1.2 Deed Signing: Carry forward.

1.3 New Representatives: Can we change the St James' PSA representative to one from the school? FK to check constitution. TP thinks can get a representative from Toddlers to free him up to represent St James'. New representatives need from the Parish Council and the PCC. MH to attend the next Parish Council meeting to further our cause. PCC also being chased. LW will ask all other non-profit users if they would like to be represented.

FK
MH
LW

2. Minutes of Last Meeting (8th September 2015)

2.1 Copy to be signed at the next meeting by PI.

PI

3. Matters Arising (other than agenda items)

3.1. There were no matters arising.

4. Finance

4.1 Balance and Accounts: National Westminster £3,514; CAF £62; Virgin Charity Notice Account £8,651; Virgin Deposit Account £2143. Current resources slightly lower than these figures as a number of cheques have been signed subsequently.

4.2 Paper Store: TP reported that the school would like to use the store as a library with school and community use. After discussion (rent, who would equip it) it was decided to defer this to the next meeting. May need to be a separate project.

LW said the Mussels would also like to rent the paper store. Following discussion of the rent the Mussels currently pay for the use of the other stores (£91 per quarter) it was agreed LW would check the current agreement, DW would check Mark Brightwell's valuation of the store, MH and DW to talk to the Mussels about the current rent with a view to agreeing a rise to between £500 and £750 pa.

LW
W/I
H

4.3 Services Supply: This is being passed over to Richard Harris. Broadband has already been done, gas and electricity will follow by the end of the week.

RH

5. Policy, Administration and Procedures

5.1 Secretary Handover: ROQ and FK to meet at the end of the week.

RO
FK

5.2 Alcohol Licence: Complete, changes agreed. Regular item to be added to agenda for HM to report at each meeting.

5.3 Booking Admin: MH has been doing the in HM's absence. Has been busy.

LW/H
M

5.4 Website: LW has met with Sam Morris who will update the site and train LW and HM. Simon Smith is redoing the video next week.

5.5 Health and Safety: The risk review has been completed and will be circulated. Two actions: Cages on the new heaters - DW not sure they are required and will ask the Fire Brigade to advise on their next inspection.

Dishwasher - The detergent under the dishwasher needs boxing in.

DW

In addition the 5yr wiring test needs doing. The monthly inspections are being carried out to schedule.

FK

5.6 Monthly Inspections: FK to provide for 2016. JG will be away during Feb/Mar/Apr.

5.7 Instructions Rewrite: Complete. To be checked by two independent volunteers. Mary Hosegood and Martin Kraus were proposed. DW will send documents to them for comment.

DW

5.8 Instructional Video: See above.

PI

5.9 The Loop: Thanks to PI for the latest article on the kitchen. PI to prepare an article reporting on the AGM and with a thank you to ROQ.

6. Improvements, Building and Maintenance

6.1 Gas Heater Replacement: Complete. The extra ventilation cost £280, grills to be added to outstanding work items.

6.2 Kitchen Refit: Complete.

6.3 Completed Work: Nothing to report.

6.4 Outstanding and New Work: Emergency light and the stairgate need replacing. The curtain rails remain a problem, users forget to use the pull cords and pull the tracks off their supports. There is a small leak in the paper store roof. DW will investigate both these problems.

DW

7. Environmental

7.1 Biennial Report: To carried forward.

8. Any Other Business

8.1 Quiz Night 2016: 15th October 2016

8.2 Use of Car Park by School: The school has sent a letter of apology to the BVHMC and will put an item in their next newsletter to raise awareness amongst the parents/carers.

8.3 Meeting Schedule for 2016:

January 5th	BVH
March 8th	Heather or Fiona
May 3rd	BVH
July 5th	BVH

September 6th Martin or BVH
November 1st BVH

8.4 Date of Next Meeting

Tuesday 5th January 8pm at Biddenham Village Hall.

Meeting closed at 9.40pm.

Signed.....

Name.....

Position.....

Date.....