

Biddenham Village Hall Chairman's Report 2016

During the past twelve months the Management Committee has continued to maintain and improve the Hall with the aim of providing a good quality facility for the use of the local community.

The Management Committee

The year started with 10 members and finished with 14 members. We are pleased to have welcomed so many new members during the past year. Tom Perry has stayed in the committee but now represents St James' School. John Esam has returned to the committee. Julia Johnson and Mary Hosegood have joined as the PCC representative and Environmental Officer respectively. Yvonne Gee is the new Biddenham U5s representative.

We were very sorry to see Heather Marks resign as Bookings Officer after 10 years of sterling work. We thank her wholeheartedly for her contributions over the years. She will be missed. We are pleased to say that Pat Edmunds has taken on the position of Bookings Officer and Jenny Williams has kindly offered to share the role with Pat as necessary.

The Committee met on 6 occasions and on average 10 members were in attendance.

Alcohol Licence

Following the transfer of the role as Premises Supervisor to the Management Committee in September 2015 a total of 18 licences have been granted. The Bookings Officer reports on licences granted at each meeting.

Finance and Usage

Finances continue to be well managed and we ended the year with a balance of £16,343 deposited as follows: NatWest £3334, Virgin Deposit £2171, Virgin Notice £10776, CAF £62.

Income was up nearly 5% on the previous year. However, due to the necessary improvements and repairs to the Hall, and the final bills of £7,865 for the kitchen refit being received in September 2015, we ended up with a deficit of £4,023.31 (a slight improvement on the 2015 deficit of £4,805.09).

In line with previous years the Committee intends to maintain reserves at a level suitable for us to deal with any significant emergency repairs. Therefore, the objective is for reserves to be maintained at £12,000.

Peter Culverwell made a donation of £100 in memory of his wife, Glynis, who was a much loved supporter of the Hall. The donation was used towards purchasing a new coffee machine for Café B, a group that Glynis was instrumental in starting in the village.

Usage of the Hall has continued to grow with much of the week taken up with regular, long standing bookings.

Grant Funding

There was no grant funding this year.

Health and Safety

No accidents were reported this year involving Village Hall equipment. The programme of regular inspections continued over the period and all necessary repairs were completed.

An independent review of our HSE performance was undertaken and a number of recommendations made. These have been actioned.

New instructions, in a more user-friendly format, for using the Hall and equipment have been finalised and are now available in the Hall and on the website. It is hoped that this will reduce the number of questions asked and the amount of damage caused when equipment is incorrectly used.

Improvements, Repairs and Maintenance

In the summer the floor of the main hall was refurbished. This has involved the floor being sanded and resealed. The floor will then need resealing every two years, removing the need for the cleaners to polish the floor every three months.

There have been a number of repairs and replacements necessary to keep our equipment in good working order. Of particular note: a new stair-gate has been installed (thanks to John Greengrass); new stronger curtain rails have been fitted in the main hall; the barn and main hall roofs have had a number of tiles replaced and the car park drains cleared following a near disastrous flood in June.

The annual maintenance morning was held on 6th August. Thank you to everyone who gave their time to help us maintain the Hall to such a good standard.

Plans for the future and concluding comments

There are no major works planned for the next 12 months.

The committee is actively considering how best to use the paper store now that paper recycling has ceased. The store is currently leased out for garaging pending a decision about its long term future. One option involving use by St James' Lower School has proved impracticable so the committee is open to suggestions bearing in mind the Hall must be used 'with the object of improving the condition of life' for residents of Biddenham and the neighbouring area.

The Management Committee would like to reiterate its thanks to Heather Marks for her hard work as Bookings Officer. I would also like to take this opportunity to thank all of the Committee members and the members of the village, and the Parish Council for their support during the past twelve months.

Philip Inness

Chairman, Biddenham Village Hall Management Committee, October 2016