

# BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

## Minutes of Meeting held at 17 Biddenham Turn on Tuesday 1<sup>st</sup> May 2007

### Present:

Rich Hall (Chair)	Liz Watson (Treasurer)
Richard O'Quinn (Secretary)	Heather Marks (Bookings Officer)
David Watson (Technical Officer)	Terry Allen (Parish Council)
Bridget Cristofoli (Biddenham Wives)	Phillippa Smith (St James' School)
John Greengrass (Deputy Tech Officer)	Barry Lowe (Asst Secretary)

### Meeting to be held at 17 Biddenham Turn on Tuesday 1st May 2007 at 8pm

#### 1). Membership

- 1.1). Apologies for Absence – Phil Inness, Fiona Kraus, Richard Harris, Peter Carter.
- 1.2). Signing of Deed of Understanding by Peter Carter to be carried forward. ROQ
- 1.3). Philippa Smith advised that she will no longer represent the Toddlers Group but will take on the role of representing St James' School. A vacancy now exists for a member of the Committee to represent the Toddlers Group.

#### 2). Minutes of Last Meeting (6<sup>th</sup> March 2007)

These were approved by the Committee present and will be signed by the Chair of that Meeting in due course.

#### 3). Matters Arising (other than Agenda Items)

There were no matters arising apart from those on the Agenda.

#### 4). Finance

- 4.1). Balances – Natwest Bank Account: £5,347  
CAF (Charities Aid Foundation) Account: £8,592.  
  
LW passed around the financial books and bank papers for the Committee's inspection.
- 4.2). Energy suppliers – ROQ confirmed that energy costs had been successfully reduced. Firstly British Gas rates have been reduced by 17%. Secondly we have changed our electricity supply to British Gas and saved 12% on the old rates but also saved 33% on new rates proposed by the previous supplier (Powergen). Overall forecast annual energy costs are expected to drop from £1,635 to £1,230.

- 4.3) Grants – ROQ reported that a grant for the drains work was not possible given the lead times involved and the urgency of the work. The Committee agreed that we should seriously explore the obtaining of grants for future work, like the fire safety improvements. **ROQ**
- 4.4). Performing Rights Society – LW brought to the Committee’s attention the fact that we pay out annually for a Licence from the Performing Rights Society to have the right to play copyrighted music in the Hall. LW questioned the need for this Licence and agreed to look into the matter further on the PRS website. Should holding a Licence be unavoidable, maybe we can levy an extra charge on Hirers who play copyrighted music. **LW**
- 4.5). [www.villagehalloffers.co.uk](http://www.villagehalloffers.co.uk) – DW reported on a website providing special offers to Village Halls with a view to BVH considering using the site in the future. **DW/LW**
- 5). Policy and Administration**
- 5.1). Biddenham Bulletin – PS confirmed that she had produced a first draft of an article entitled “The Village Hall and What it Means to You”. ROQ to review and circulate to RHall, LW, HM, TA for comment before submitting to Rosemary Harris. **ROQ/PS**
- 5.2). Booking Admin – HM reported that we continue to get problems with Hirers incorrectly calculating the charges and therefore providing incorrect cheques. HM and LW are looking at simplifying the booking form to help avoid this problem. **HM/LW**
- 5.3). Coordination with the Pavilion – JG reported on a conversation that he had with Steve Dwyer, the manager of the Pavilion, regarding possible coordination with BVH on promoting bookings. HM commented that some Hirers get confused between the two venues. The Committee agreed in principle that as the 2 venues are complementary and quite different, in particular on rates of hire, we should cooperate as much as possible. For example providing information about and links to the Pavilion (and the Church Barn) on the BVH website. It was also agreed that full coordination was impractical and inappropriate. TA to report back to the Parish Council. **TA**
- 5.4). Website improvements – RH advised that little progress had been made with the proposed re-write of the website and that further work would not be practical until after the Summer. It was agreed that any urgent changes to the site should be made through James Gardner leaving development improvements till later. **LW**
- 5.5). Hire agreement – ROQ, RHarr and HM to meet and put proposed changes to the next meeting **ROQ/RHarr /HM**
- 5.6). Car Park use – ROQ reported that he and DW discussed with Wendy and Marsh Musselle their use of the Car Park. It was explained to the Musselles that the Committee is understanding about their use of the car park and, on the whole, that the use is preferable to the alternative of cars being parked in Noddors Way which is likely cause just as much inconvenience to hall users and other residents of Noddors Way.

Wendy and Marsh agreed that they would try and remove their car(s) from the car park when they are aware of functions where the car park is likely to be fully used. They also went on to say that the number of cars they have now is less than over the last few years and that they felt that sensible use of the car park by them was a fair exchange for the inconveniences they experience from Hall users.

It was explained to Wendy and Marsh that, in no way could they derive any rights from their continued use of the car park. Wendy and Marsh understood the Committee's concern and agreed they would cooperate in any exchange of documents.

Whilst a Licence prepared by a Solicitor was deemed preferable, the Committee felt that incurring costs for BVH should be minimised if not avoided. With that in mind ROQ would prepare a draft letter to send to the Musselles and BC agreed to ask the advice of her Solicitor Son.

**ROQ  
BC**

- 5.7). Health & safety – DW reported that monthly and quarterly checks were satisfactorily completed.

No accidents have been recorded.

Annual safety checks are becoming due for various categories of equipment including electrical and fire extinguishers. DW also recommended a service for the Cooker. DW to consider BRCC to carry out checks this year.

**DW**

- 5.8). Fire regulations – the Committee discussed the report and recommendations previously emailed (and filed in the Minutes File). The committee thanked DW and JG for an incredibly thorough and professional job. The risk assessment and action plan had been prepared by DW/JG following consultation of Fire Safety professionals and clearly followed the process laid down by law.

A number of possible actions have been identified which will be explored further and costs estimated. Wherever possible jobs will be carried out during the Summer Clean/Work weekend. Expected level of expenditure for general list is c£1,000, Possible building of a fire wall in the Paper Store expected to be substantially more.

**DW/JG**

Although a number of fire safety improvements will be made we still need Hirers to follow instructions. Particular at risk groups (eg the Toddler Group) should be encouraged run fire drills.

**DW**

Any costs for improvements will be considered for future grant applications.

**ROQ/DW**

Insurance Cover in relation to fire safety to be checked.

**RHarr**

- 5.9). Annual Charity Commission Return – ROQ advised that this would be completed.

**ROQ**

**6). Improvements, building & maintenance**

- 6.1). Drains – DW confirmed that work has now been completed at a cost of £3,642 as estimated. After a £855 contribution from our neighbours (£285x3) the net cost equalled £2,787. DW reported that the condition of the drains was as bad as expected.
- 6.2). Gas heaters – DW reported that the valves had now been tightened and new instruction notices will be positioned by the heaters. **DW**
- 6.3). Other – DW advised that mortar bees have damaged the outside wall of the paper store and will need to be made good once the live bees have departed. **DW**
- 6.4). Summer clean weekend – dates were agreed as 4<sup>th</sup>/5<sup>th</sup> August. All helpers welcomed. One of the jobs will be a thorough clean of the Cooker. **ALL**

**7). Re-cycling**

- 7.1). Performance update – LW confirmed that paper collections continued to perform well.
- 7.2). St James' School paper waste – LW reported that the Council was happy with St James' School paper waste going into our bins. FK now checking with School and a procedure for collection to be sorted. **FK/LW**
- 7.3). Orange Bin Bag in Kitchen – LW suggested that we should organise a separate bin in the Kitchen to take orange bag recyclable waste. **LW**

Meeting schedule:

Tue 3 <sup>rd</sup> July	Biddenham Village Hall
Tue 4 <sup>th</sup> September	Fiona Kraus – 29 Biddenham Turn
Tue 6 <sup>th</sup> November	Biddenham Village Hall (after AGM)

**Next Meeting – Tuesday 3<sup>rd</sup> July 2007 8pm Village Hall**

Signed ..... (Chair) Date .....