

BIDDENHAM VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of Meeting held at 36 Days Lane Tuesday 9th January 2007

Present:

Richard Hall (Chair)	Phil Inness (Vice Chair)
Liz Watson (Treasurer)	Richard O'Quinn (Secretary)
David Watson (Technical Officer)	Heather Marks (Bookings Officer)
Mary Stothard (St James School)	Terry Allen (Parish Council)
Bridget Cristofoli (Biddenham Wives)	Phillippa Smith (Toddlers Group)
John Greengrass (Deputy Tech Officer)	Fiona Kraus (Recycling Officer)
Barry Lowe (Asst Secretary)	Richard Harris (Asst Secretary)

1). Membership

- 1.1). Apologies for Absence – Peter Carter
- 1.2). Singing of Deed of Understanding – RHarr signed the Deed. Peter Carter will need to sign before next meeting.

ROQ/PC

2). Minutes of Last Meeting (7th November 2006)

These were approved and signed by the Chair.

3). Matters Arising (other than Agenda Items)

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

4). Treasurer's Report

- 4.1). Balances – Natwest Bank Account: £1,516
CAF (Charities Aid Foundation) Account: £10,480.
- 4.2). Energy suppliers – ROQ circulated a summary of the last years gas expenditure (attached) detailing the rise in rates but also the level of rate reduction required to make significant savings.

ROQ also reported that he was awaiting alternative price quotes from a number of suppliers, including the existing gas supplier British Gas. To get substantially better rates we may need to agree to a fixed length contract. The meeting agreed, that given the current situation of wholesale gas prices coming down, now was not the time to fix rates. ROQ to progress matters further.

ROQ

- 4.3) Grants – after consulting Sue Norman (BRCC) an application has been made to Awards for All (Lottery funds) to fund the replacement of the Drains. A sub-committee of BL, ROQ and DW completed the application, requesting the full amount of the cost likely to be incurred by BVH. We should hear back from Awards for All by early March.

Should our application be unsuccessful, we will consider trying to obtain funding from the Bedford Councils and/or the Parish Council.

5). Policy and Administration

5.1). Biddenham Bulletin – MS would now be unable to complete the proposed article on the role of BVH in Village life. PS to consider taking on the task, with assistance of ROQ. **PS/ROQ**

5.2). Booking Admin – HM reported that on the whole everything was running quite smoothly. However there had been a recent problem with a booking where the Hirer’s check bounced and on further investigation the Hirer did not live at the address. HM has since received another request for hire from the same address and will establish validity before confirming the booking. **HM**

5.3). Website improvements. – RHall showed a mock up of how the website could look if RHall was to re-write the site using generally available website design software. With us controlling the build of our site we would be able to make changes to the site with greater speed and without cost. Once built, RHall assured the Committee that maintaining and changing the site could easily be carried out by other members of the Committee. RHall to progress the idea further. **RHall**

5.4). Hire agreement – RHarr has now produced a draft of a new Hire Agreement based on the BRCC model agreement with changes to make it in line with the BVH current Agreement. This has been circulated to HM and ROQ and a sub committee of RHarr/HM/ROQ will consider and provide a recommended Agreement to the whole Committee. The sub committee to incorporate, where appropriate, the advice and draft kindly provided by BC’s son. **RHarr/HM/ROQ**

5.5). Car Park use - DW/ROQ to deal with this issue at the same time as the drains are discussed with the neighbours. **ROQ/DW**

5.6). Child protection – ROQ checked with BRCC and was advised that a course should be run sometime in the next few months. **MS/PS**

5.7). Insurance – RHarr advised that the insurance is up for renewal and that alternative insurers will be considered to ensure we have the most cost effective cover including the appropriate the level for equipment, given the recent additions, in particular the Dishwasher. **RHarr**

5.8). Health & safety - DW confirmed that the accident book has been inspected and no new accidents have been reported.

DW confirmed that all the normal inspections have taken place with nothing to report. DW also reported that the annual independent inspection has now been completed and only a few housekeeping actions are required.

5.9). Fire safety risks – DW confirmed that he and JG have made good progress with the fire risk assessment and there are a number of points that they believe need further consideration -

- new kitchen fire doors (would a kitchen fire make 2 of the fire exits unusable)
- installing a fire alarm (or is the hall small enough to not need)
- change the hall fires from gas to electric
- better emergency lighting
- better fire extinguishers

fire retardant treatment of curtains
apply tighter capacity restrictions
improve instructions to users

Paper store may also be an issue and we may need to install a fire wall between the store and the adjoining store.

DW will seek the advice of Jagtar on how risk adverse we need to be?

DW

RHarr to look into our insurance policy and how it relates to fire safety.

RHarr

On all the above, DW advises that we will need to spend money but at this stage the level is unknown. DW suggested that we may want to apply for a grant to cover the fire risk costs.

DW further suggested that we may want to have a policy of making more grant applications than we have done in the last few years, now that we are facing an increasing call on our reserves,.

ROQ/BL

5.10). Dishwasher – instructions have now been completed and all OK.

5.11). Food hygiene – the Committee decided that no further notices were necessary in the Kitchen.

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

6.1). Drains – Our grant application has been made (see 4.3 above) and we await a decision. Works planned for April.

DW

6.2). Lagging in the loft – is due to be completed w/c 15th Jan, costs as estimated before – c£360.

DW

6.3). Disabled Spaces – following the suggestions made by Villagers at the AGM, DW investigated a low cost solution and subsequently has fitted 2 Disabled Parking signs either side of the Hall Entrance.

6.4). Gas emergency – DW reported that we had two gas emergencies recently, both as a result of the “off chains” not being pulled down properly. Considerable discussion followed, particularly in light of the new fire safety legislation. DW to investigate possible solutions to help avoid this type of incident in the future.

DW

6.5). Missing equipment incident – at the end of November DW discovered that some of our PA equipment (microphones and receiver) had been removed from the cupboard in the store room. Following investigations with the recent hirers the equipment was returned in good working order.

6.6). Other – DW also reported that a new Urn has been purchased (at a cost of £92), a leak has been repaired in the roof and a new switch (with a neon light) has been fitted to the entrance heater to make it obvious when on.

6.7). Notice of Holiday – DW advised that he and LW would be away 30th Jan to 18th Feb and JG advised that he would be away 10th to 17th Feb. LW to prepare a list of emergency contact numbers, RHall and ROQ to provide their work and mobile phone numbers.

**LW/RHall/
ROQ**

7). Re-cycling

7.1). Performance update - FK reported that our collection was being maintained at the optimum rate of 6 bins per collection.

7.2). St James' School paper waste – carry over

MS/PS

8). Any Other Business

8.1). Musical Minnies – LW reported that this hirer had to cancel a session due to one of the gas emergencies. Although BVHMC is not liable for consequential loss, as an act of goodwill to a reliable regular hirer we agreed that they should be given 2 free uses.

LW

8.2). Whist tables – following a request by Joy Bean at the AGM, a notice has been put up advising hirers that the tables are for use of the Whist Club only.

8.3). BRCC - Sue Norman has asked for information about “services” provided in Village Halls. ROQ to provide Sue Norman with the following – toddler group, coffee shop, paper store, wine club, First Friday lunch.

ROQ

8.4). New Years Eve Party – JG advised that a group was planning to organise a party for the next New Years Eve.

8.5). Resignation of Mary Stothard – MS regretfully advised of her resignation from the Committee due to an impending house move to Keysoe. The Committee expressed their sincere thanks for her contribution.

MS suggested that PS might change to be the representative for St James' School and a new representative be found for the Toddlers Group.

MS/PS

Meeting schedule:

Tue 6 th March	Biddenham Village Hall
Tue 1 st May	Liz & David – 17 Biddenham Turn
Tue 3 rd July	Biddenham Village Hall
Tue 4 th September	Fiona Kraus – 29 Biddenham Turn
Tue 6 th November	Biddenham Village Hall (after AGM)

Next Meeting – Tuesday 6th March 2007 8pm Village Hall

Signed (Chair) Date

Biddenham Village Hall
Gas Costs 2007

Period	kWh	Actual Cost	Aug 05 Prices 1.7p/2.5p	Sep 06 Prices 2.5p/4.5p	% Increase
Year to 21st August 06	36,518	£805.27	£693.17	£1,056.52	52%
Year to 8th November 06	33,761	£789.72	£643.37	£983.32	53%
Year Going Forward ???	28,000		£531.33	£809.67	52%
Current Monthly Direct Debit				£1,026.00	
Currently Overpaying				c£200.00	
New Deal ???					Saving
If 2.8p per kWh	28,000			£784.00	-£25.67
If 2.5p per kWh	28,000			£700.00	-£109.67

ROQ/09-01-07