

BUCKLEBURY MEMORIAL HALL

Trustee's Management Committee

55th Annual General Meeting

11th May 2016

Present :

Mike Scholl	- Chairman & Letting Secretary
Mike Bodsworth	- Treasurer
Mike James	- Tennis Club
Jane Scholl	-W B B S
Barry Dickens	- B P C
Helen Relf	-Mahjong club
Julia Baker	-Hort. Soc. & Sewing club
John Hicks	-K A T S
Ann Wooton	-Pre school
Suzi Poole	-Parishioner
Dennis Gower	Secretary

Apologies:

None were received.

Welcome:

MS opened the meeting as follows:-

"I would like to welcome all comers to this the 55th AGM of Bucklebury Memorial Hall Trustee's Management Committee and declare that since a quorum is present the meeting can proceed.

The purpose of the meeting is to receive the reports of the officers of the 2015/2016 committee and to accept the resignation of all committee members.

The meeting must then elect up to six independent members for the Management Committee (that is not representing any 'Schedule 2' organisations) and to accept the nomination of a member from each of the current 'Schedule 2' organisations to form the 2016/2017 Trustee's Management Committee. These persons, forming the 2016/17 management committee will, jointly and severally, be 'Charity Trustees' for the Hall on behalf of the Parishioners of Bucklebury who jointly own the Hall. The Parish Council acting as 'Holding Trustees' on their behalf. (The Charity Trustees are jointly and severally responsible to the Charity Commissioners for the proper dispersal of the charity's funds and the efficient running of the hall and grounds in accordance with the revised constitution as approved by the Charity Commissioners' Scheme on the 9th. December 1997)

At the first meeting of this Management Committee it shall elect the officers of the Management Committee and members of subcommittees, co-opting additional members if necessary. All in accordance with the constitution as set out in the 1950 conveyance of the land to the parishioners and as amended

by the Charity Commissioners. In the interim the present officers will remain in post on a 'caretaker basis'.

This is the procedure that has been followed in past years and with your agreement I propose that we follow it this year.

Minutes of the 2015 A G M:

These had been circulated to all interested parties and a copy was made available for those present. A motion to accept the minutes was proposed by MJ and seconded by JS. The proposal was passed unanimously and the chairman signed the minutes.

Matters Arising:

There were no matters that would not be covered by the agenda .

Chairman's Report:

MS reported as follows:

The year 2015-6 has once again been a successful one for the Memorial Hall. We have continued to make improvements to the hall and we believe we fulfil our charitable objectives which in summary are to provide a village hall for the parishioners of Bucklebury and surrounding parishes. Please note that although the hall is owned by the parishioners of Bucklebury we have a wider remit including surrounding parishes.

Thanks are due to all the committee members for their work in looking after the hall on behalf of the parishioners.

Treasurer

After 10 years of sterling service Brian Mason retired from the committee. Michael Bodsworth kindly agreed to take on this role and has been keeping our books in order in 2015. We are all very grateful to him for taking on this important role.

Painting and decorating

We have continued to redecorate the hall and plan to repaint the main hall in 2016

Committee Room

Although the new committee room is much improved aesthetically, the acoustics have been a problem. We have recently installed sound absorbing panels and roller blinds which have significantly improved this. We have also hung the pictures that were in the Oak Room and a donated picture which make the room more attractive.

Heating

We had a problem last winter with the heating system losing pressure. After several visits from service engineers I think we have identified and fixed two small leaks in the system which should perform better this coming winter.

Playpark and BMX Track

We have a ROSPA inspection of these every year and in general they report no need to conduct repairs. The 2016 report ,however, considers the protruding stones on the BMX track to be a risk. We have therefore contracted to have the BMX track repaired in June and at the same time will make some minor repairs to the playpark rubber surface. The cost of this work will be nearly £6,000.

It is worth noting that these two facilities are very popular but that the Hall receives no income from their use. Bucklebury Parish Council paid for the inspection, insurance and some general maintenance in 2015 but in effect, the cost of repairing the BMX track will come from those who use the hall and represents about a quarter of our rental income. I think we will need to address this if we decide to do more regular maintenance of the BMX track. I do not have an estimate of the cost of regular maintenance.

Emergency exit ramps

As users of the hall will know, these were not well designed or made and the slabs have moved resulting in an uneven surface. In addition the doors do not open completely so a wheelchair using the exit has only just enough room to turn and descend the ramp. Our initial idea was to widen the ramps,. We have had difficulty getting suitable quotes. for this but I have recently had assurance from Brand Windows that they can move the doors so we are awaiting a quote to do this and to resurface the ramps.

General Repairs

As always there have been a number of small repairs and the inevitable drain problem. I have tried to resolve all of these as quickly as possible.

Planned Works in 2016

In addition to the painting and BMX track work mentioned before we are planning to refurbish the main hall wooden floor in 2016, to renew the Loop system, to install a loft ladder in the Oak Room, and to make improvements to the hall lights. The full list of 2016 projects, and minutes of all our meetings, can be found in the hall minutes which are on our website, but I have a copy here if anyone wants any details..

Letting Secretary's Report

MS reported as follows:

Lettings have continued to increase in 2015-6. We have a wide range of activities in the Hall: Pre School, Ballet, Modern Dance, Drama, Keep Fit, Kick Boxing and Pilates as well as activities like Mah Jong, The Ladies Club, Sewing Club, St Martins talks and Hort Soc talks.

The tennis club regularly uses the hall for tennis match teas.

And of course we have a large number of parties for residents of Bucklebury and the surrounding Parishes.

There were just over 1,000 hall bookings totalling 3,300 hours in 2015-6. This represents a significant administrative task with several requests, changes or queries every day. Having the diary on line and doing all of the paperwork via email makes it a manageable task, though it never ceases to amaze me how hirers will forget to say that they no longer want a booking, send me emails asking for information clearly mentioned in their letter, phone to request a booking when they can see the slot they want is already taken and generally add spice to my day. Fortunately most of our hirers and all of our regular hirers are very considerate and appreciative and I am pleased to be able to encourage their activities to take place.

[Following the AGM MS attempted to reconcile the letting numbers with the treasurer's accounts. It might be helpful for this to be recorded with the AGM minutes.]

Letting figures represent the bookings for a period whether they are paid or not. The treasurer's figures are cash received.

In general there are three types of bookings:

Block Bookers pay termly during the term so partly in arrears and partly in advance.

Casual bookers pay in advance, sometimes months in advance

The keep fit classes etc change their bookings about so it is easier if they pay in arrears, though this does mean that sometimes the odd one gets a bit behind. Invoices were issued to them in April for the first quarter.

I recorded a banked total of 8634.08 which compares to the "hall hire" line in the accounts of 8673.03. The difference is a deposit that we have yet to identify.

banked 2014-5	1,213.28	
banked 2015-6	6,819.30	
banked 2016-7	601.50	
Total banked		8,634.08

Casual bookings for the year were £9045.40, some of these were paid in 2014-5 some in 2015-6 and some will be paid in 2016-7

My figure for block-bookings is 14,288.80. The accounts include the charge to the Tennis club for the courts etc. I think that was £1,300 in 2015-6. So if you add $14288.80+1300=15588.80$ which is very similar to accounting figure of 15991.65. There are always a few bookings that get added or changed after the bills have gone out which I think explains the difference.

Treasurers Report:

MB reported as follows:-

Treasurer's Report for Year Ending 31st Mar 2016

The financial year has seen the maintenance of the improved income levels seen in the previous year.

The cash assets are considerably better than last year but this is due mainly to reduced expenditure now that the programme of hall improvements and committee room refurbishment has been completed.

Apart from the income from the hire of the hall, which was similar to last year, we also received a grant from the Bucklebury Parish Council of £3785. We also received charitable donations of £8000 for The St Martin's Club towards their activities and this was passed directly to them. Neglecting these donations the income was similar to the previous year.

The expenditure account saw some increases in the cost of utilities with electricity, heating oil, refuse collection and water and sewerage being the areas of major expenditure although the cost of the supply of water has reduced considerably now that the leak under the Oak Room has been repaired. Cleaning continues to be the largest service cost we have to pay.

We move into the next financial year with a healthy balance in our current account which will enable the programme of routine maintenance and improvements to continue.

M C F Bodsworth
Treasurer
21st April 2016

A copy of the Annual Accounts were circulated and will be attached to the minutes

BD Asked why, with oil prices falling the oil costs appear to have risen since last year. MS explained that the top up system was not tied to the financial year and that there was probably a full tank at the moment .

DG proposed the acceptance of the accounts for the year 2015-2016
This was seconded by JS and passed nem. com.

Elections and Nominations for the 2016/2017 Management Committee:

The chairman asked the meeting to accept the resignation of the present committee.

MS listed those who were prepared to stand as Independent Members of the new Management Committee, they are:

Mike Scholl, Dennis Gower, Mike Bodsworth, & Barry Dickens (BPC), John Brims (independent)

The chairman asked, as there were vacancies, if there were any more nominations from the floor. There were none.

JH proposed that these five, as named, be elected, this was seconded by JS and passed unanimously.

The acting chairman, (MS), then read out from the list of 'schedule 2' organisations asking for the names of their nominees to act as committee members and Charity Trustees for the Memorial Hall following the requirements of the Charity Commissioners; MS agreed to circulate those organizations not present at the meeting to ask if they wished the present nominated Trustee to remain or be replaced by a new nominee. If they do not currently have a nominated Trustee do they wish to nominate a member as a Trustee .

Horticultural Society	Julia Baker	Charity Trustee, Agreed
Tennis Club	Mike James	Charity Trustee, Agreed
St. Martin's Club	Ron Mather	Charity Trustee ?
Mahjong	Helen Relf	
Toddlers	Rose Auld	
West Berks. Ballet School	Jane Scholl	Charity Trustee, Agreed
Pre-School	Ann Wooton	Charity Trustee, Agreed
Guides	Clare Powers	
1 st Bucklebury Ranger	Sharon Tompkins	
KATS	John Hicks.	Charity Trustee, Agreed
The B P C	Barry Dickens.	Charity Trustee, ?

The above Charity Trustees, as subsequently amended, together with the independent committee members:

Mike Scholl	Charity Trustee
Mike Bodsworth	Charity Trustee
Dennis Gower	Charity Trustee
John Brims	Charity Trustee

Are to be registered as such with the Charity Commission.

Any alterations to the above list by those organisations not present at this meeting to be notified as soon as possible.

The chairman emphasised that the above were *Charity Trustees* and, as such, responsible to the *Charity Commissioners* for the correct, lawful and efficient running of the Hall and the disbursement of funds raised. Under the new legislation they now have a specific duty to ensure that all the Health and Safety requirements are met and that each hirer nominates a responsible person to take on this duty during the period of hire. Further information can be found on the Charity Commission's web site or on application to our Chairman.

The first meeting of the 2016/2017 Management Committee was fixed for :

Wednesday June 8th at 19:45 in the Committee Room.

Change of Name:

The Charity Commission's official name for the Hall is 'Bucklebury Village Hall with a working name of Bucklebury Memorial Hall. Bank closures necessitated that a new bank was sort. The new bank required that they see

account documents under the official charitable name in order to get charitable status at the bank. such documents were not available as all accounts were under our trading name (BMH). Hence the requirement for a change to the charity name from 'Bucklebury Village Hall' to 'Bucklebury Memorial Hall'

JH Proposed that the name change be approved. JS seconded the motion which was approved unanimously'

A O B:

JS said that the Fire door safety locks were not operating properly and were not sufficiently robust for fire safety purposes. These door stops are required by the fire regulations to shut the fire doors automatically on detection of a fire.

MS said that this was being dealt with by fitting new door locks to meet the requirements.

JB said that TLC had reported that the kettle in the Oak Room was not working.

MS responded by saying that this would be dealt with.

JB also said that the noise from the main hall drowned out their speaker and asked if more sound proofing could not be fitted.

JH responded by saying that without a lot of expensive work the only partial solution would be to block the gap under each of the connecting doors.

Another method would be to automatically shut off the supply to any amplifiers if the output noise exceeded a specified limit.

MS said that a solution would be sort.

SP distributed a letter she had written on the state of the play park. Her complaint was that the memorial Hall Management Committee had done nothing about it in spite of the money being set aside for maintenance by the original play park committee. There was some discussion which MS summed up as follows:

- 1- The money referred to was in fact the over subscribed funds from the Oak Room development, not intended for this purpose.
- 2- BMH derives no income from either the play park or the BMX track yet is expected to finance the maintenance of both.
- 3- The other land that is used for other purposes, the tennis courts, is in fact let to the tennis club who provide all their own maintenance.
- 4- Since the Play Park and the BMX track are for the community as a whole the costs of running them should not fall on the Hall funds.
- 5- We do, however, acknowledge the help given for some of these costs by the BPC.

The meeting closed at 21:45

.Signed: _____

Chairman

Date: _____

The Annual Accounts are attached:

**Bucklebury Memorial Hall Annual Accounts
for year ending April 2016**

	01 April 2015	01 April 2014
HSBC Current Account	10421.84	8831.73
Debtors	-3041.04	-1113.78
Cash in Hand	0.00	2.19
Total	7380.80	7720.14

Income	2015/16	2014/15
BMH Block Booking	15991.65	14684.74
Hall Hire	8674.03	9764.16
Donations Received	8000.00	8000.00
Grants	3785.00	3719.08
Other Income	0.00	0.50
Total Income	36450.68	36168.48
	43831.48	43888.62

Expenditure	2015/16	2014/15
Accounting	0.00	23.57
Advertising	60.00	115.00
Council Tax	542.30	532.75
Electricity	1633.83	1511.95
Heating Oil	1255.06	1143.28
Refuse Collection	1588.13	1446.96
Telephone	418.74	421.42
Water and Sewerage	1560.97	2571.55
Ground Maintenance	369.60	850.08
Cleaning	4612.00	4661.00
Cleaning Materials	17.26	430.34
Health and Safety	595.85	673.84
Insurance	1894.03	1889.25
Music Licence	586.75	506.06
Postage and Stationery	0.00	28.58
Hall Improvements	249.29	2284.69
Repairs and Replacement Committee Room Refurbishment	2773.89	2132.13
	629.51	4953.40
Cultural Event	0.00	2059.20
Subscriptions	0.00	35.00
Donation	8000.00	8000.00
Website Hosting	71.27	71.28
Miscellaneous	639.02	166.49
Total Expenditure	27497.50	36507.82

	31 March 2016	31 March 2015
HSBC Current Account	17675.95	10421.84
Debtors	0.00	-3041.04
Creditors	1341.97	0.00
Cash in Hand	0.00	0.00
Total	16333.98	7380.80