

# **BUCKLEBURY MEMORIAL HALL**

## **Trustee's Management Committee**

### **56<sup>th</sup> Annual General Meeting**

**10<sup>th</sup> May 2017**

#### **Present :**

Mike Scholl	- Chairman & Letting Secretary
Mike Bodsworth	- Treasurer
Mike James	- Tennis Club
Jane Scholl	-W B B S
Barry Dickens	- B P C
John Hicks	-K A T S
Ann Wooton	-Pre school
Wynne Francom	-T L C & Mahjong Club
John Brims	-B P C
Dennis Gower	-Secretary

#### **Apologies:**

.Julia Baker	-Hort. Soc. & Sewing club
Helen Relf	-Mahjong club

#### **Welcome:**

MS opened the meeting as follows:-

"I would like to welcome all comers to this the 56th 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 2016/2017 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 2017/2018 Trustee's Management Committee. These persons, forming the 2017/18 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.

He also said that he was sorry to announce the resignation of our secretary after 26 years membership of the management committee serving in various capacities. He proposed a vote of thanks for all his past work for the Memorial Hall. This was carried with acclamation.

#### **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:

MJ Said that he had organised an H&S survey. Some items were found that needed rectification. MS put any necessary remedial work in hand.

#### **Treasurers Report:**

MB reported as follows:-

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

DG proposed the acceptance of the accounts for the year 2016-2017  
This was seconded by JS and passed nem. com.

#### **Elections and Nominations for the 2017/2018 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 and as Charity Trustees, they are:

Mike Scholl, Mike Bodsworth, & Barry Dickens (BPC)

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

MJ proposed that these Three; 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		
Mahjong	Helen Relf	
Toddlers	Michele Paice	
West Berks. Ballet School	Jane Scholl	Charity Trustee, Agreed
Pre-School	Ann Wooton	
1 <sup>st</sup> Bucklebury Ranger	Sharon Tompkins	
KATS	John Hicks.	Charity Trustee, Agreed
The B P C	Barry Dickens.	Charity Trustee, Agreed

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

Mike Scholl	Charity Trustee
Mike Bodsworth	Charity Trustee
Barry Dickens	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 2017/2018 Management Committee was fixed for :

**Wednesday June 7th at 19:45 in the Committee Room.**

**A O B:**

BD queried that users after use cleaning responsibilities were clear.

MS confirmed that they were covered in the Letting Contract.

WF said that the whereabouts of the necessary cleaning equipment should be indicated by a prominent notice in the kitchen or foyer.

MJ requested that all users abide by the H&S schedule for testing the alarm system. The regulations call for confirmed weekly testing.

AW Pre-School will restart regular testing.

**The meeting closed at 20:34**

.Signed: \_\_\_\_\_

Chairman

Date:\_\_\_\_\_

**The Annual Accounts are attached:**  
**Bucklebury Memorial Hall Annual Accounts**  
for year ending April 2016

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

<b>Income</b>	<b>2015/16</b>	<b>2014/15</b>
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
<b>Total Income</b>	<b>36450.68</b>	<b>36168.48</b>
	<b>43831.48</b>	<b>43888.62</b>

<b>Expenditure</b>	<b>2015/16</b>	<b>2014/15</b>
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	2773.89	2132.13
Committee Room Refurbishment	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
<b>Total Expenditure</b>	<b>27497.50</b>	<b>36507.82</b>

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