

BUCKLEBURY MEMORIAL HALL

Trustee's Management Committee

A G M

11th. May 2012

Present :

| | |
|-----------------|--------------------------------|
| Mike Scholl | - Chairman & Letting Secretary |
| Brian Mason | - Treasurer |
| Mike James | Tennis Club |
| Jane Scholl | W B B S |
| Julia Baker | B & M Horticultural Society |
| Derek Wiggins | Pre-School |
| Claire Powers | Bucklebury Guides |
| Wynne Frankum | B.P.C. |
| Alan Dunkerton | B.P.C. |
| Helen Pratt | B.P.C. & Parishioner. |
| Jo Livings | Brownies |
| Claire Powers | Guides |
| John Hicks | K.A.T.S. |
| Christie Morris | T.L.C. |
| Ron Mather | St. Martin's Club |
| Garry Morgan | Parishioner |
| Dennis Gower | - Secretary |

Apologies:

John Brims - B.P.C. .

Welcome:

I would like to welcome all comers to this the 51st. 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 2011/2012 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 2012/2013 Trustee's Management Committee. These persons, forming the 2012/13 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 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.

It might be useful to clarify the very important role of the Parish Council as holding trustee. Trusts are part of the law of property, and arise where one person (a "settlor") gives assets (e.g. some land) to another person (a "trustee") to keep safe or to manage on behalf of another person (a "beneficiary"). In our case the settlor has appointed the Parish Council Trustee to hold the asset and this Committee to manage it. And the beneficiaries are the parishioners of Bucklebury.

If one of you decided to settle some property on a minor grandchild you might well decide to put it in trust until his 21st birthday. If asked who owned the property your reply would depend on who asked the question. Legally you own it and the deeds are in your name but you cannot sell it and spend the money or spend the income from the property on yourself and you would probably describe it as belonging to your grandchild. In the same way the Parish Council legally own the Hall but they are not responsible for the income, expenses or management of the Hall and can only sign a deed of sale if the Committee decides it is the right thing to do.

The role of the Parish Council is to ensure that this Committee cannot sell the Hall without going through the procedure in our constitution. This is an important safeguard.

Minutes of the 2011 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 Mike James and seconded by Jane Scholl. 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 .

At this point Mike James, speaking as a member of the current Management Committee, said that he would like minuted the committee's appreciation for all the hard work, hands on and in committee, that the present chairman does

Chairman's Report:

As I will report in the letting secretary's report, the Hall continues to be very well used. I do like to think that this Hall of ours is not only one of the nicest Halls in the Area, but one of the most popular and one of the best run.

This is in large part due to the work that the Hall and Improvements committees have put in over the last few years.

Two major changes happened in the past year.

We have installed a hugely successful BMX track and Jeremy Brook and Brian Mason deserve our thanks for championing this project and bringing it to fruition.

We have agreed and obtained planning permission for a store room which will enable the Committee Room to become a room suitable for meetings rather than a box room. There is still a lot of work to be done before this project is complete but all being well it should be done by the time term starts in September.

In addition we have agreed together with the Pre School group on a replacement for the two wooden sheds which will be much more attractive, stop the rodent problem and result in much more space for storage.

But all sorts of other things have happened during the year as well.

Under the heading "general repairs" I would mention repairing a broken floorboard, resealing the Hall floor, de-scaling the water boiler and replacing the ball valve, repairing the damp wall in the ladies loo, the control system in the gents loo, repairs to the refrigerator, cooker, doors, fixing the non-sliding slide and broken safety barriers in the playpark, regravelling part of the car park, and inevitably keeping the drains flowing, replacing light bulbs and resetting blown fuses.

Under the heading "improvements" I would mention the new entrance doors, additional exterior lighting, making the fan assisted radiators more tamper proof, moving the heating controls into the Hall, putting a commercial kettle in the Oak Room, putting in some stage lighting and thanks to the efforts of Pre School, installing a WiFi internet connection.

I am also pleased to say that I think, thanks to WBBS, we may finally have solved the radiator fan noise problem: Hort Soc has found that the noise from the radiators was making it hard for some members to hear talks. As a result some members switched radiators off resulting in a freezing Hall for the children the following morning. WBBS has suggested that Hort Soc use the WBBS amplifier system for their speaker and this will ensure that everyone can hear the talks over the noise of the fans.

Unfortunately someone, presumably imagining the wire was redundant, cut the loop cable some months ago and I have not yet succeeded in getting it fixed. But a working loop system will also be of benefit on some occasions.

There have been a small number of issues during the year when users or neighbours of the Hall had complaints. Some of these complaints were made to the Parish Council, the individuals concerned being, presumably unaware that the Parish Council is not responsible for the management of the Hall. Furthermore I am conscious that the Parish Council is never going to be in a position to see the issue except as presented by the user concerned. All they can therefore do is pass the complaint on to us.

The discussions surrounding these complaints have identified the fact that our constitution identifies a list of "Schedule 2 users", designated as such by the trustees who are able to designate one trustee each. Whilst always having trustees who were designated by the main user groups the Committee has not, in recent years, reviewed the list of these "schedule 2" organisations.

It is always a bad thing when someone is unhappy about the work we do at the Hall but it is important that they can complain if there is a problem and know who is the appropriate person to complain to.

I am therefore proposing to do the following to improve communication with users and neighbours:

1. Maintain and approve a formal list of schedule 2 users who can designate a Hall trustee. I do not anticipate that this will result in a significant change from the present situation where Pre School, WBBS, KATS, Guides, Hort Soc, Tennis, Toddlers, St Martins and the Parish Council are schedule 2 users.
2. Widen the distribution list of Hall agendas and minutes to include all the major hall users.
3. Invite all the major hall users to attend hall meetings. This way they can express their views but are not asked to provide a trustee. It has frequently been difficult for some groups to find someone willing to become a Hall trustee.
4. Publish details of Trustees and the Finance and General Purposes committee on the website.
5. Publish Hall meeting dates on the website with an invitation for any parishioner who wants to attend to come
6. Produce a complaints procedure, published on the website and mentioned in our hire agreements.

7. There will therefore be a distinction between “schedule 2” users who designate a trustee and “blockbookers” who book the Hall on certain regular days during the year and so have preferential rates.

Can I conclude by reminding parishioners that there were 1200 bookings of the Hall last year involving about 80 different users. The vast majority of these hires passed happily and there have only been a tiny number of complaints either by the Hall about a user, a user about the Hall or a third party about a user. You, the parishioners, own a Hall which is a great resource for you and neighbouring parishes and I am sure we can continue to make it a better resource during the year to come.

Treasurers Report:

The charity has a healthy cash balance at the end of the 2011-12 although much of this money is earmarked for the new store and refurbishment of the committee room. In fact £8,500 held in the current account consists of a grant and donation which are specifically for this purpose. The year saw a substantial increase in rental income with an increase of about £1200 in block booking income and almost £3200 from casual hire. However much of this increase in casual hire comes from new users who are hiring the hall on a regular basis for a variety of new activities. Thus overall there was an increase of about £4400 from rental income.

On the side of expenditure there were a number of new items and increases under some of the regular headings. 4000 litres of oil were purchased at a cost of over £2,300 but we still have a fairly full tank to see us through the first half of next winter. The increase in telephone charges is partly due to a change in BT charging policy and more recently because of the installation of broadband. Water and sewage costs were considerably higher because of an undetected leak in the gentleman's toilets. This presented us with a bill of £2,000 at the end of last year!! Fortunately Thames Water reduced this by about £500 and most of the charge has now been repaid.

A major increase in the cost of insurance is as a result of the BMX track, but BPC are now contributing £500 per annum towards insurance bills. It has also become necessary to take out a licence for the reproduction of music. The licence covers all aspects of recorded and paper music for all users of the hall. Expenditure on improvements and repairs and replacement exceeded £7,500. Major items with approximate costs were:

- New doors in the hall entrance foyer (£1,200)
- Refurbishment of the hall floor (£1,400)
- New exterior lighting (£1,100)
- Reconfiguration of the play park slide (£820)

The residue of the play park fund has been transferred to the Hall Improvement Fund and will no longer be treated as a separate entity. Similarly the BPC have transferred the residue of their improvement fund assets (~£60) to the BMH.

Letting Secretary's Report:

We have had a substantial increase in the usage of The Hall in 2012. A 10% increase to about 3,600 hours per year but rather more in money terms, 20%.

140 of the extra hours come from new regular users, the biggest being Gemma Cooper's fitness classes on Sundays and Wednesdays and the Happy Hackers group meeting once a month.

However the biggest contribution to the increase is from casual hall bookings, and that is why the cash income is up by 20%. It would seem to me that people wishing

to use a Hall for their party find it easy to discover when our hall is free thanks to the online diary and the whole booking process being mainly online is both quick and efficient. I am sure too that they like the Hall and its location. Quite a number of our casual bookings are from those who have booked the Hall before which must indicate that they are happy with this facility.

There have been, however, during the past year some issues regarding lettings. These have been resolved to the satisfaction of most of those concerned.

The Hall Committee had decided to allow Brownies and Guides to occupy both Halls on a Friday evening with the proviso that Hort Soc could continue to have their talks in the Hall on a Friday and the Parish could hold the Assembly in the main Hall. A misunderstanding by some Hort Soc members turned this issue into something rather contentious but I am pleased to say that we have now resolved this and all of the Hort Soc dates for 2012 are now in the diary. Furthermore the reasons for the occasional clash between the Hort Soc Summer Show and WBBS has been identified and I hope this may also now be an issue resolved.

80% of the hours let are accounted for by users who book the same time every week (either during term time or all year). The problems in managing the lettings are always with the remaining 20%. In the case of Hort Soc there is a clear conflict between Guides wanting to have meetings every Friday and Hort Soc wanting 6 meetings a year also on Fridays. In general, and it has been thus for many years, every weekday, every weekday evening and Saturday mornings are booked in term time with the exception of Fridays. In one sense this is absolutely right. There is virtually no demand for casual bookings except at the weekend. We used to reserve Friday evenings after 7.30 for the odd casual booking but the committee, rightly, decided that it was better to let the Guides have the main Hall on a Friday. As a consequence anyone, regular user or not, wanting to hire the main Hall on a weekday evening has to do so in the school holidays. Fortunately the Oak Room diary is still not as full. It is therefore possible for someone wanting a meeting to have it in the Oak Room. But the Oak Room is also filling up.

There is also the question of regular, but not weekly, meetings. I currently have three groups who occupy the Oak Room or the Committee room one evening a month. The Oak Room is, as a consequence, not available for a regular weekly booking on any weekday evening. I am hoping to persuade the two groups using it once a month to go back to being on the same day of the week.

The Committee Room bookings have, in the past, never been an issue. The room has not been very popular and bookings have been so sparse that I have seldom felt the need to consult the diary when the Hall Committee is planning its meetings. I imagine, once the refurbishment of the committee room is done, that usage of this room will increase.

There are signs that we may continue to increase bookings in 2012-3. I have several new groups starting up in the Oak Room and once the Committee Room is refurbished we should get some meetings there.

There continue to be occasional issues regarding the state of the Hall after a let. Since the Hall is cleaned every weekend this is more of an issue with regular users than with our casual party bookings.

The problems are mostly with the state of the floor, chairs, loos and waste bins. Since we do not have a caretaker it is the responsibility of each user to ensure the Hall is left in an acceptable state and I will continue to work on this.

I thought you might be interested in a comparison between the lettings last year and those in the first year I did the job, 2005-6.

There has been a 50% increase in the number of hours let.

The biggest increase are lets to non-parishioners who have quadrupled in the period. I imagine this reflects the fact that we do now, via the website, publicise the Hall more widely.

The next biggest is Pre School who now have one extra half day per week. Most of the rest is for the new groups most of this is in the Oak Room:

New Users

Hours used last year

| | |
|---------------------|------|
| Jenny Felton | 209 |
| Bucklebury | 131 |
| Guides | |
| Carol Davis | 80 |
| Anne Matthews | 56.5 |
| Gemma Cooper | 54 |
| Gemma Hayes | 35 |
| Claire Bowden | 32 |
| Jacqueline Sandford | 29.5 |
| Helen Morbin | 28 |
| Bucklebury | 14 |
| Womens Gr | |

KATS have also increased their use of the Hall, putting on a show in the summer and taking the Hall for a full week.

WBBS have no increase in hours.

One final thing I would like to point out is that by keeping the Hall diary online everything I do as letting secretary is totally transparent. Anyone can see when the Hall is booked and to whom. Naturally you need to have confidence in your Committee but it does no harm to know that you can, if you want, examine exactly what has been going on.

Elections and Nominations for the 2012/2013 Management Committee:

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

The recent death of Harry Hind has left a vacancy for the B.P.C. representation on the Management Committee Alan Dunkerton has volunteered to fill the vacancy.

Harry will be sorely missed from the committee which he has served for more than 20 years. He was always prepared, not only to help with committee work, but also to do a considerable amount of hands on maintenance and improvement work. His will be a hard act to follow.

He listed those who were prepared to stand as Independent Members of the new committee, they are:

Mike Scholl, Dennis Gower, Brian Mason and Garry Morgan (from the floor)

The acting chairman asked, as there were two vacancies, if there were any more nominations from the floor.. Wynne Francum, for the BPC, said that John Brimms would be joining Alan Dunkerton as an additional member for the Parish Council and Alan Dunkerton could therefore stand as an independant.

Mike James proposed that these five, as named, be elected, this was seconded by Derek Wiggins and passed unanimously.

The chairman 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; it was assumed that there would be no change in representation for those organizations not present at the meeting.

Horticultural Society

Julia Baker

Charity Trutee

| | | |
|----------------------------|---------------|-----------------|
| Tennis Club | Mike James | Charity Trustee |
| St. Martin's Club | Ron Mather | Charity Trustee |
| Brownies | Jo Livings. | |
| Toddlers | Kirsty Adams | |
| West Berks. Ballet School | Jane Scholl | Charity Trustee |
| Pre-School | Derek Wiggins | Charity Trustee |
| Guides | Clare Powers | Charity Trustee |
| KATS | T B A. | |
| The B P C Nominee will be: | John Brimms. | |

The above Charity Trustees together with:

Mike Scholl
Brian Mason
Dennis Gower

Are currently 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 2012/2013 Management Committee was fixed for :

Friday June 22nd at 19:45 in the Committee Room.

This meeting would also act as the 6th. AGM of the Bucklebury Memorial Education and Recreation Society. Of which all Bucklebury parishioners are members.

A O B:

The Acting Chairman said that he was sad to report that Peter Breakspear (our cleaner Pam Breakspears husband) was again in hospital and he had some doubt as to whether or not Pam would continue as cleaner without Peter's support.

Secretary's note: Since the meeting Pam has indicated that she would rather not continue as our cleaner. A new cleaner is now being sought.

Wynne Frankum asked the treasurer about the maintenance of the BMX track. Brian Mason said that we have a contract with the supplier for maintenance when professionally required. Otherwise the day to day maintenance is carried out by volunteers from the users and others.

The meeting closed at 21:30

.Signed: _____

Chairman

Date: _____

The Annual Accounts are attached: