

# **BUCKLEBURY MEMORIAL HALL**

## **Trustee's Management Committee**

### **53<sup>rd</sup> A G M**

**6th. May 2014**

**Present :**

Mike Scholl - Chairman & Letting Secretary  
Brian Mason - Treasurer  
Mike James Tennis Club  
Jane Scholl W B B S  
Alan Dunkerton Parishioner.  
Wynne Francom B P C  
Helen Relf Mahjong  
Suzie Poole Parishioner (Play Park)  
Dennis Gower - Secretary

**Apologies:**

John Hicks - K.A.T.S., Garry Morgan – Parishioner,  
Julia Baker - Horticultural Society  
Ron Mather - St. Martin's Club

**Welcome:**

MS opened the meeting as follows:-

"I would like to welcome all comers to this the 53rd. 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 2013/2014 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 2014/2015 Trustee's Management Committee. These persons, forming the 2014/15 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.

#### **Minutes of the 2013 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:**

(by Email)

#### **New Store Room**

This was completed in 2013-4. As a result we now have a clean and tidy Committee Room which is much better for meetings..

We also have some more storage for Guides and for Rangers and hope to put in a cupboard for KATS in the near future.

The Pre School store is also finished and is much better for storing Pre School and Toddlers outside toys.

#### **Vandalism**

This continues, on and off, to be an issue. In a recent incident the rollers, designed to prevent access to the roof, have been damaged. We will need to look at other ways of preventing access to the roof. Last Saturday a window was broken.

#### **Heating**

In general the heating has been working well. The new over-ride button to turn the fans in the main hall off seems to work well.

The remaining issue is to have an independent controller for the Oak Room in the Oak Room itself. At present Oak Room users are unable to turn the heating on or off unless they can access the main hall, and this is sometimes not possible.

#### **The Stage**

KATS have done some work on the stage which now looks like a theatre stage and will be much better for both theatre use as for bands.

They still need to put on a second coat of paint, attach a white cyclorama (cloth) on the back wall and a new curtain running on a professional theatre curtain track in a U shape around the stage.

Hall users will therefore have the option of a black curtain around the stage area with entrances where required at the sides (this is similar to what we had before) or a white backcloth.

## **Entrance Hall**

This has now been refurbished and looks much better giving a lighter more modern feel as you come into the hall.

## **Tables**

We have now bought additional tables and there are sufficient tables in each room. The tables and chairs in the new store room can be used in the committee room or main hall and are also accessible (from the outside) for users wanting extra chairs in the Oak Room. The Oak Room has 40 chairs but can be used by 60 when seated in rows.

## **Audio Visual System**

The new Audio Visual System in the Oak Room installed There will be a modest charge for using the system.

The system allows DVDs to be played on a large screen mounted on the wall and for a PC to be connected. Operating the DVD player is just like operating a domestic TV: I hope this will be a useful additional resource for Hall users

## **Oak Room Ceiling**

I see I reported the damp patches in the Oak Room ceiling about a year ago. We think have now identified the cause of this. The roof cladding is fixed with screws some of which missed the battens underneath and were therefore not sealing the holes they had made. This will be fixed shortly

## **General Repairs**

As always there have been a number of repairs in 2013-4. Most recently the hole as you enter the car park has been filled.

The window cills in the Oak Room have been repaired and doors have been adjusted so they close properly. The store room door has been replaced so there is no longer a trip hazard there.

And we have done a number of other small repairs during the year.

## **Outstanding Issues**

I have already mentioned the need for independent heating controls in the Oak Room. The Hall needs redecorating this will be done when funds and the diary permit.

The rear access ramps need to be rebuilt. They were not well constructed and have loose slabs. They also need to be wider as the exit doors only open to 90° so restrict egress by wheelchairs.

KATS are hoping to replace the old shed and store some of their props etc there. This is particularly welcome as the outside sheds were originally built by the Bucklebury Players as their store room and were subsequently used by Pre School after the Players disbanded.

There is a hole in the tarmac as you come off the road.

## **Hall Trustees**

We do need some new trustees to help manage the Hall. If any parishioners are interested in helping could they speak to any of the existing trustees.

## Letting Secretaries Report

Lettings are a little bit down on 2013.

This table shows the change

|                 | 2014         |                 | 2013         |                 |
|-----------------|--------------|-----------------|--------------|-----------------|
| Hire type       | Hrs          | Charge          | Hrs          | Charge          |
| Parishioner     | 223          | £ 2,065         | 254          | £ 2,317         |
| Non Parishioner | 233          | £ 2,488         | 302          | £ 2,944         |
| Block Booker    | 2,184        | £ 13,397        | 2,301        | £ 13,521        |
| Non Commercial  | 696          | £ 3,404         | 656          | £ 3,183         |
| No Charge       | 32           | -               | 70           | -               |
| <b>Total</b>    | <b>3,367</b> | <b>£ 21,354</b> | <b>3,583</b> | <b>£ 21,964</b> |

So although in cash terms the income is about the same we have had about 200 hours less of bookings in 2013-4.

The drop in Non Parishioner bookings is mostly explained by two things.

Sarah Pennicott ran Pilates classes for a while in 2013 but stopped before 2014.

There was an election in 2013 and WBC takes the hall for 16 hours for polling

The drop in block booker hours is mostly because Jenny Felton ran private teaching classes in the Committee Room in 2013 but has moved from the area. Several other groups increased their hours in 2014.

As in previous years the three biggest hirers (Pre School, WBBS and KATS) account for about 60% of both hours and income. The top 10 hirers (Pre School, WBBS, KATS, Gemma Cooper, Carol Davis, Bucklebury Guides, Toddlers, Hort Soc, Dance Fusion, Claire Bowden) account for about 80%. This has increased a bit in 2013-4.

The Treasurer's income is, of course, based on cash received so is likely to be a bit different.

We do now have two three new groups meeting regularly in the Oak Room, a Pilates group on Mondays and Wednesdays, Mahjong on Mondays and a keep fit class on Mondays and Thursdays so prospects for lettings in 2014-5 are good

### Treasurers Report:

BM reported as follows:-

I am pleased to report that the financial assets of the Bucklebury Memorial Hall are still in good health although the end of year balance is considerably reduced from the previous year. This is primarily due to a large improvement program which has taken place during the past twelve months - the completion of the new store, the Committee Room refurbishment and the installation of an AV system in the Oak Room.

Receipts from the hire of the facilities are very similar to last year although appear to be slightly down. Apart from a small amount of interest on our now closed savings accounts our only other income during this financial year has been the grant from the Bucklebury Parish Council, almost double that of last year as a result of their agreement to pay the costs, at least temporarily, of insuring the play park and insuring and maintaining the BMX track.

Expenditure on services as compared to the previous FY was quite variable and generally showed percentage increases in excess of the increase of BMH hire rates.

When comparing to the previous year the following major differences deserve explanation:

- The electricity bill increased by over 20%. It would seem that the cost for last year was anomalous since the previous two years were in line with this year.
- Cleaning costs increased by almost 90%. The hiring of a new cleaning company in 2012 at a very competitive rate proved disastrous and resulted in cleaning costs for 2012/13 being considerably lower than previous years. The costs for 2013/14 are about 20% higher than for 2011/2012.
- On average the cost of our heating oil per litre was a little less than last year, however this year we purchased double the quantity. The overall cost of heating oil to the BMH in a given FY is very variable depending when purchases are made.
- An additional cost for a music licence. The BMH is now covered for all aspects of music copyright for all users. Typical costs are about £500 per annum but two charges fell during this year
- Telephone rental costs increased partly due to a new charging structure by BT but also because of the introduction of broadband.
- The reduction of the water and sewage charges were as a result of having repaid charges for loss of water during our leakage in previous years and then overpaying on our standing order. Bills are now paid when required.

Our savings accounts are now closed and any remaining assets after completion of the various building works have been transferred to our HSBC bank account. The cash assets remaining at the end of the FY 2013/14 have already been severely dented by the refurbishment of the entrance hall. However, as a result of all the improvements to the facilities over recent years I would hope that expenses for the coming year will be mainly for general maintenance and services. In any case we will need to be more frugal in our spending than over the last few years.

Brian Mason  
Trustee and Honorary Treasurer  
Bucklebury Memorial Hall  
06 May 2014

AD proposed the acceptance of the accounts for the year 2013-2014  
This was seconded by JS and passed nem. com.

**Elections and Nominations for the 2014/2015 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 committee, they are:

Mike Scholl, Dennis Gower, Brian Mason & Alan Dunkerton.

NB Gary Morgan had submitted his resignation from the Management Committee for personal reasons.

Thanks are recorded for the work he has done in the past year.

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

Mike James proposed that these four, as named, be elected, this was seconded by JS and passed unanimously.

The acting 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 Trustee |
| Tennis Club                        | Mike James      | Charity Trustee |
| St. Martin's Club                  | Ron Mather      | Charity Trustee |
| Mahjong                            | Helen Relf      |                 |
| Brownies                           |                 |                 |
| Toddlers                           | Rose Auld       |                 |
| West Berks. Ballet School          | Jane Scholl     | Charity Trustee |
| Pre-School                         | Barry Anns      | Charity Trustee |
| Guides                             | Clare Powers    | Charity Trustee |
| 1 <sup>st</sup> Bucklebury Rangers | Sharon Tompkins |                 |
| KATS                               | John Hicks.     | Charity Trustee |
| The B P C                          | John Brims.     |                 |

The above Charity Trustees together with the independent committee members:

|                |                 |
|----------------|-----------------|
| Mike Scholl    | Charity Trustee |
| Brian Mason    | Charity Trustee |
| Dennis Gower   | Charity Trustee |
| Alan Dunkerton | 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 2014/2015 Management Committee was fixed for :

**Tuesday June 10th at 19:45 in the Committee Room.**

This meeting would also act as the 7th. AGM of the Bucklebury Memorial Education and Recreation Society. Of which all Bucklebury parishioners are members.

**A O B:**

SP Raised the problems associated with the play park; the chief among which was the present tatty appearance due to lack of general maintenance. It need sprucing up by repainting the equipment and regenerating the grass etc.

WF said that the Play park gates need repair and that the BMX track was eroded. With regard to the latter, BM said that this was to be expected and that we were awaiting the Inspectors report before instigating any remedial action.

WF also said that the entrance to the woods was now closed thus preventing Berry,s road people from accessing the Hall via the woods. DG pointed out that this was never a public right of way and that the Hall committee could not therefore make a specific access on to private land.

AD said that the rear access to the new store could not be closed properly.

MS suggested that this be looked at immediately after the close of meeting.

**The meeting closed at 21:00**

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

Chairman

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

**The Annual Accounts** are attached: