

# BUCKLEBURY MEMORIAL HALL

## Trustees' Management Committee Meeting 26th. September 2011

### **Present :**

Mike Scholl	Chairman
Brian Mason	Treasurer
Dennis Gower	Secretary
Mike James	Tennis Club
Harry Hind	B P C
Julie Baker	Horticultural Society
Derek Wiggins	Pre-School
Claire Powers	Guides

### **Apologies :**

Ron Mather	St. Martin's Club
John Brims	B P C

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### **Minutes of the Previous Meeting:**

With the exception of reported name misspellings, the minutes were approved and the spelling corrections made. The minutes were signed by the chairman.

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### **Matters Arising :**

In the matter of the testing of the portable electrical appliances; JB agreed to give MS the contact details for Ian Dalgarno.

With regard to the replacement of the Pre-School sheds, DW said that final details were not yet available and that he would now wait until the committee room store extension had been approved..

BM said that the matter of the insurance cover for the BMX track had now been settled.. The annual premium will be £750. BPC will contribute £500.00 pa towards this and the play ground equipment cover.

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### **Chairman's Report:**

MS said that he would like it minuted that the success of the BMX track was due to the efforts of BM and JB (Chairman of the joint 'Improvements Committee') and that they deserved our thanks. Also with regard to the track and shelter, more rubbish was

collecting at the bottom of the slope in spite of the recent provision of a bin. MS had now asked the cleaner to check the bin twice weekly. BM said that he would encourage the track users to collect the rubbish from the wood and put it in the bin.

MJ said that he thought that there should be a broom supplied for the BMX track so that they were not tempted to use the tennis court broom..

MS also reported that BPC had raised the matter of having to cross the BMX track to access the wood. But since this is not a Public RoW. The public should not be using this anyway.

MS went on to report that the new ceiling lighting bar (for spot lights) in the hall was now in use. He proposed that the hall purchase two spot lights as more permanent fixtures to the bar to be controlled from the dimmer on the stage panel..

With regard to the Play park swings, the bent guard rail has been removed and a free replacement is now in hand.

The timer for the outside lights has now been updated. The recent problems should not now reoccur.

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#### **Letting Secretary's Report:**

MS, as chairman, and temporary letting secretary, said that he had little to say, except that he could report that total lettings were slightly up on last year particularly for the Oak Room. These had risen from 206 bookings last year to 233 this year. Most bookings were for regular term time sessions which could be easily managed. Some important bookings, however were irregular or for one or two sessions a month. These posed a problem as the frequency meant that conflicts with regular bookings could occur.

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#### **Treasurer's Report :**

BM said that the extra external PIR lighting round the hall to assist the CCTV had now been fitted.

Finances required for the BMX track did not empty the improvement fund, so that with the VAT repayments due, £22.5 K remained. JB had asked the Greenham trust for a grant towards the BMX track; this they agreed to. Subsequently they requested BM to say what we might need in the following year, he responded quoting the committee room new store. This has resulted in a further grant of £3.5K for this purpose.. It should also be noted that BPC are still holding a £2.5K possible grant, should this be required.

#### **Committee Room Refurbishment:**

The plans drawn up by the F&GP have been circulated to all Trustees for comment and approval by the Management Committee.

DW commented for the Pre-School that it would possibly be economic to extend the

proposed store room instead of supplying and erecting a new shed.  
After discussion it was agreed that this option would, in all probability, prove to be more expensive than the alternative of providing a 'garden office' style building erected on the footprint of the existing shed/s. Such a building would be long lasting and the responsibility of Pre-School and would not require planning consent.  
HH said that BPC have approved the plans as meeting their requirements.

The approximate costs of the scheme for the refurbishment were estimated at £35K to include new flooring, improved lighting, installation of the new lantern light and the construction of the new store..

The scheme was put to the vote and approved by all.  
MS said that he had already had informal talks with WBC planners and that they advised that he should submit the plans for approval at the reduced rate. In view of the committees approval he will now submit the plans.

#### Installation of a Wi-Fi point.

DW proposed that such a facility would be a useful adjunct for the hall and could possibly increase the lettings should anyone want to set up an IT/Computer class in the future.. He further said that the Pre-School could provide a 'Web Master' toto maintain and oversee the use of such a facility.

In discussion it was agreed that it could be used by:

- Pre-School, for accessing official documents
- Guides & Brownies.
- By training courses.

MJ had some reservations as to the need for such a facility; but, otherwise it was passed for future detailed consideration.

DW agreed to obtain full details and initial and annual costs.

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#### **AOB:**

JB raised the matter of clashes occurring between some frequent scheduled bookings and the Hort. Soc. variable requirements, particularly the Summer and Autumn shows. Originally they had tried to book Friday evenings but these now clashed with guides & brownies in term time, so they tried Mondays but these were equally booked in term time by KATS! All they required were five meetings a year. The Hort. Soc. Committee did not consider the Oak room big enough for normal meeting but would be required in addition to the main hall for the shows.

In discussion it was pointed out that school terms only occupied 35 weeks of the year and that WBBS terms were each one week shorter.

MS said that due to the variability of show dates, a solution could only be found by early round table discussions before the dates for the year were fixed. Meanwhile he would try to persuade other users to make changes to accommodate the Hort. Soc. requirements.

DG: It was recognised that the Hort. Soc. was the oldest and one of the largest Bucklebury clubs and should have access to the Hall. But it must be recognised that the population of the Parish had increased considerably as had the demands on the Parish

facilities.

BM reported that the play park slide is still not fixed; but that at a recent meeting it was agreed that Playground Facilities (suppliers of slide) will provide and fix a straight tube slide. The tube will be supplied at cost (£684 + VAT) and PF will carry out this and other remedial work FOC. This includes the repair to the protective barrier to the swings.

CP reported that on fridays the bin was always overflowing with unmentionables!, from the Toddlers?

MS agreed to deal with this matter.

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**Future Meetings:**

Management Committee next meeting will be in the **Oak Room**

**Thursday November 17th. - 1930 Hrs.**

It is to be hoped that all trustees will be able to attend.

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