

# BUCKLEBURY MEMORIAL HALL

## Trustees' Management Committee Meeting 17th. November 2011

### **Present :**

Mike Scholl	Chairman
Brian Mason	Treasurer
Dennis Gower	Secretary
Mike James	Tennis Club
John Brims	B P C
Julie Baker	Horticultural Society
Ron Mather	St. Martin's Club
Claire Powers	Guides
Rona Tucker	Brownies

### **Apologies :**

Harry Hind	B P C
Derek Wiggins	Pre-School

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

The minutes were approved and were signed by the chairman.

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### **Matters Arising :**

In the matter of the testing of the portable electrical appliances; MS had tried to contact Ian Dalgarno; but there was no reply. MS will try again.

MS said that the spot lights for the stage will be ordered shortly.

The planning application for the committee room improvements and the new store will be submitted to WBC next week.

The play park swing barrier has now been refixed.

With regard to the installation of a WiFi point. DW (by e-mail) assured the meeting that this was in hand and that he would, shortly, be contacting MS with regard to the order on BT for a broadband connection

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

Recently there had been plenty of activity with regard to the Hort. Soc. Bookings. All the bookings for 2012 had now been agreed and fixed thanks to the co-operation of the

Guides & Brownies. It was noted, however, that the booking for the Hort. Soc. AGM 2011 remained in the diary incorrectly.

**MS emphasised that all users are responsible for checking their bookings in the diary and reporting errors to MS otherwise clashes are likely to occur.**

The heating controls will be covered to prevent unauthorised alterations being attempted by user groups. MS will remind all groups by letter, that controls must not be altered as subsequent users of the hall could find the temperatures unacceptable.

An activated urinal flushing system has now been fitted in the gents WC. The previous system failure is likely to give rise to an enlarged water bill.

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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. He reiterated his comments in the Chairman's report. That users were responsible for checking, in good time, that their bookings were correctly listed in the Hall Diary and reporting mistakes.

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**Treasurer's Report :**

BM said that there had been no real changes in our financial situation apart from payments for utilities and cleaning etc. The finances required for the BMX track did not empty the improvement fund, so that with the VAT repayments due (held by BPC), a total of £22.5 K remained.

Our total funds now amount to some £37K. Major expenditure anticipated for the coming year includes the refurbishment of the committee room at about £30K which was expected to start in the Summer of 2012. At Easter 2012 it was anticipated that the damp infiltrating the ladies WC would be tackled. BM said that he would shortly be going out to request tenders for this work.

For this year there was still £2K outstanding from the agreed BPC grant; BPC having donated £500 towards the BMX track insurance.

The cost of fixing the slide was £800.

The grant from the Greenham Trust (£3.5K) is included in the total of the improvement fund quoted above.

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**AOB:**

JB raised the matter of the Hort. Soc. finding a broken table. And insufficient cups. (less than 100).. RM concurred and said that St. Martins also found that their teapots were in the wrong kitchen.

MS said that these matters would be put right. The missing (broken!) cups will be replaced. Cups and saucers are to be kept in the main hall kitchen and mugs only in the Oak Room kitchenette.

CP asked that a cancellation policy should be stated in the booking conditions.  
BM/MS said that in view of the requirement for annual bookings, a note to the effect that a refund will be given for cancellations notified in good time.  
CP also said that the Guides and Brownies could now be invoiced separately. BM agreed to do this.  
CP also reported that the main hall kitchen lights do not always work and sometimes trip the circuit when switched. on.  
MS said that the electrician had already looked into this but could find no fault. The investigation continues and it may result in having to replace the kitchen light fittings.  
MS went on to say that it might interest the Hort. Soc, Brownies & Guides to know that in the Oak Room there was a proposal to fit a DVD projector and screen. This was now in hand.  
JS said that the 'fridge door handle was now completely broken and that the redecoration of both halls should be considered for the Summer break as both were beginning to look tatty.  
MS/BM said that sufficient funds should be available and that this would be added to the 'to do' list.  
MJ raised the subject of the new music licensing law due to come into effect on 1-1-2012. Also that there was a change in the law with regard to first aid provisions and notices. It was agreed that these items should be discussed in detail at the next F & G P meeting.

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**Future Meetings:**

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

**Thursday January 19th. - 1930 Hrs.**

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

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