

BUCKLEBURY MEMORIAL HALL

Trustees' **Management Committee Meeting** **25th. April 2012**

Present :

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

Apologies :

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| Ron Mather | St. Martin's Club |
| Rona Tucker | Brownies |

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Minutes of the Previous Meeting:

The minutes were taken as read, approved and signed by the chairman.

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Matters Arising :

CP requested that the minutes should, in future, contain notes on any disputes as to bookings that had been resolved since the last meeting.

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Chairman's Report:

Planning

- Consent granted. Description of works to be done made. NB extras. Still hoping to get the work done this summer.

_____ **Vandalism.** Ongoing minor problem, comes and goes. We did have a flurry of problems recently: Climbing on roof, banging on windows, football against windows, attempting access while Hall occupied, damage to fencing.

Proposed solutions

Roller barriers to deny access to roof.

Rebound fence to both improve use for football and stop playing against windows.

Ramp to be rebuilt with different railing.

Gates to be repaired.

Some users now lock the door when in the hall. But this is an inconvenience.

Use of Hall as public loo. The sign on the door + communication from users seems to have resolved this.

Complaints about noise. One of the neighbours accosted Carol and screamed blue murder at her for making a noise on a Sunday when she is not there. I have spoken to the Smiths and to the Sunday keep fit lady. I think there is not a real problem but if the complainant has an issue she needs to keep records, communicate them in the first instance to us and if we cannot resolve the problem she may need to approach WBC.

Cleaner. Trustees need to be aware that Peter Breakspear is still in poor health.

Outside sheds. Progress has been made and Derek has circulated a proposal. There is some confusion about sizes. My arithmetic has the outside dimensions of the large shed as 20'x10' and the small as 10'x10' making 200sq ft of toy storage and 300 overall. The proposed shed at 14.4x18 is 264sq ft so 30% bigger than the existing toy storage but 12% smaller that the total overall. My feeling is that the Hall will have nearly as much storage in total and there should be much more room for all the toys with this proposal.

Damp. Brian organised the repair of the damp wall in the ladies loo. Investigation suggests that the cause of the problem is condensation on the cold water pipes running along the outside wall. The plumber suggested boxing them in and insulating them and this is included in the building works.

Spotlights. I have connected one floodlight to illuminate the stage.

Cooker. The F&GP have decided not to change the cooker. There is a problem with users forcing the knobs the wrong way. Brian is making some signs which may improve things. I have purchased and fitted a new knob, so the cooker is, currently, working properly.

PRS and PPL. The licence has now been paid and hire rates will go up by 2% to cover the £400 annual cost.

PAC testing. I have contacted (finally) Ian Dalgarno and hope to have this done soon. [It appears he no longer does this so back to the drawing board]

Oak Room kettle. Has been replaced with a commercial model. I should remind users that putting several kettles in a double socket is probably overloading the circuit.

Water boiler. Has been repaired – new float valve.

Trustees. New trustee Alan Dunkerton nominated by Parish Council. We need to pass a resolution at the AGM agreeing to the PC having two representatives.

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Letting Secretary's Report:

New users. One new keep fit session on Mondays in the Oak Room. Helen Morbin is back with her pregnant mums classes.

Fridays We did have a mix up with one Friday booking when I got confused as to whether the Hall or Oak room guides was provisional but that was resolved. I have revised the program to avoid it happening again.

Mondays-Tuesdays We seem to have gone back to having the Women's Group and the Happy Hackers on different days of the week. This arose because of a clash over the holiday period but is not satisfactory as the Oak Room is now not available on a regular basis on Tuesdays and Wednesdays.

Bookings continue to fill the main Hall and the Oak Room is gradually filling up too.

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Treasurer's Report :

BM said that there had been an increase in the income from lettings this year, which was good; but there had been a longish period of undetected water waste from the gent's toilet. This had resulted in an increased bill from Thames Water which was slightly mitigated by them as they had failed to read the meter at the prescribed interval.

BM now personally reads the water meter monthly to prevent a reoccurrence.

A fully detailed statement is now being prepared for the AGM in a few weeks time; unless there were any questions BM would say no more for the moment. There were none.

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AOB:

DW, for the Pre-School, tabled a picture and details of the shed proposed by BPS to replace the existing shed. This was a log cabin style single garage on a concrete base. The shared use of the shed with the Toddlers group would be formalised and BPS would maintain the shed and pay for the concrete base. BMH would make available an electric supply to the shed and an external water tap outside the boiler house.

JB and MS agreed to contact Graham Pask (WBC councillor and chair of W. Area planning committee) to see if planning permission or a 'certificate of lawfulness' would be required..

A proposal was put to the meeting to approve the shed details and to authorise BPS to proceed with the purchase and erection of the shed.. This was passed unanimously. it was agreed that the contractor selected for the committee room improvements would lay the concrete slab.

DG agreed to produce a sketch plan showing the size and location of this base for the shed

JB reported that BPC had been approached by users of the hall with adverse comments about some aspects of the management. JB emphasised that BPC wholeheartedly supported the work of the Management Committee but were duty bound to listen to parishioners complaints. Fundamentally some long standing organisations in the parish found that with the increased hall usage they could no longer have the use of the hall on the dates they anticipated it would be free for them. Other complaints were that the hall was not always clean or warm (or too hot!) Or that they were accused of not clearing up properly after their session. Users were not being treated in the manner that they thought they deserved.

JB said that it appeared that the small group of volunteers who actually did all the work in running and improving the hall could do with some assistance. It was noted that of the 6 independent management committee members specified by the constitution there were currently only 3. It was agreed that an advertisement be placed in the Parish Magazine and in the Oaks, calling for volunteers to join the committee and help out with the running of the hall. It was agreed that ms should speak at the Parish Assembly.

It was also agreed that MS would draw up a formal complaints procedure.

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Future Meetings:

The next meeting will be the AGM

Tuesday May 22nd. - 1930 Hrs.

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

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