

BUCKLEBURY MEMORIAL HALL

Trustees' Management Committee Meeting 24 September 2013

Present :

Mike Scholl	Chairman
Brian Mason	Treasurer
Dennis Gower	Secretary
Jane Scholl	WBBS
Mike James	Tennis Club
Julia Baker	Horticultural Society
John Hicks	K A T S
Helen Pratt	BPC & Guides

Apologies :

Gary Morgan – Parishioner, Ron Mather – St. Martin's Club.

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Minutes of the previous Meeting:

These were approved as amended and signed by the Chairman.

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Matters Arising :

There were none that would not be covered by the Agenda...

9/12 - 3

Chairman's & Letting Secretary's Reports:

(By E-mail)

The committee room has been completely refurbished and looks stunning. A huge skylight has been put in the roof, the remains of the old separation have been removed, the walls have been plastered and we have a new wood effect floor.

This is now a bigger room eminently suitable for meetings of all sorts it can accommodate up to 20 people with ease.

We are hoping that local organisations will take advantage of the room which is still for rent at the very modest rate of £4.85 per hour for parishioners and £5.40 for others.

The new store room is now complete, so all storage has been removed from the committee room.

We have received two new 600mm deep 1200 wide cupboards. One of these is for Toddler and one for Hall supplies. We have received one new standard size cupboard which unfortunately arrived damaged so will be returned.

We currently have 7 standard size and two larger cupboards which have been allocated:

WBBS 2

Brownies 1

Guides 1

Parish Council 1

Toddlers 1

There is therefore 1 unallocated cupboard and the plan is to get one more so both The Hall and Rangers can have one. The supplier is currently out of stock and a delivery is promised around 02/10/13.

There will still be space for two further (or possibly 3) further cupboards

The store is accessible from the outside, so those with storage space or Oak Room users requiring extra chairs can access the store without disturbing other hall users.

The lock on the outside door is the same as the one we used to have on the front door. Locking it prevents the handle from turning but it can still be opened from the inside. The door needs to be locked from the outside after use.

We have bought two new tables and I have moved the tables around so the rectangular tables are distributed:

Oak Room

2 large and 8 medium

Main Hall

10 large

Store Room

1 large (wider) table 10 small

I have put notices on each store so users will return everything to where it came.

Please note that the Table layout for the main hall uses 10 large and 2 small tables. Using more tables than that for a party will mean that you do not have wide enough gangways.

We have also installed a new controller for the fan heaters in order to allow users to turn the fans off (or on). Please do not either turn the switch off or adjust the timings. Just use the advance button to turn the fans off or on.

We have also made progress with our project to install audio visual equipment in the Oak Room and hope to install a projector and screen in the very near future. When this is installed users will be able to:

- Play DVD's through our DVD player
- Connect their laptop to project a PowerPoint presentation or play a DVD or video file
- Play music from their iPod or other device

Brian has details and will go over this.

Pre School now have their new outdoor shed which gives them a much better storage area for outdoor toys. The shed is due to be painted and this has been started and hopefully will be finished soon.

I do have two padlocks for the gates but I am waiting until the painting is finished to put them on. With the gates locked it will be harder to those without the combination to access the closed in area. KATS are going to take over the old shed. Once repainted and with the roof repaired it will make a useful storage area for their stage extensions which could well be useful to other hall users.

I have asked Pre School to move the sand pit off the tarmac where it constitutes a trip hazard for children playing ball games. I hope that will be done soon.

I have put the handle to the corridor back on. I was surprised that nobody mentioned that it had fallen off, or better still that it was loose and likely to fall off. The regular hall users are part of the management committee and letting me know when something is broken is essential.

I have also routed the modem wires through the kitchen cupboard which looks a bit neater.

Other things I have noted to be repaired are the hand driers in the gents and ladies loos. I see you can buy hand driers priced from £60 to the Dyson Air Blade at £700. I imagine you get what you pay for but would be interested in your views.

Lettings

So far this month I have had over 100 emails regarding the hire of the hall. I have booked 16 events and in addition have booked and cancelled 10. People seem unable to make their minds up this autumn.

So far this calendar year we have about 60 hours less booked and about £600 less income. There is no clear pattern. We have lost one regular booking as Jenny Felton has moved but we have a new Mahjong group.

		Year	
Category	Data	2012	2013
Blockbooker	Sum - Hours	1,676	1,636
	Sum - Hirefee	9,793	9,963
No charge	Sum - Hours	13	70
	Sum - Hirefee	0	0
Non commerc	Sum - Hours	477	503
	Sum - Hirefee	2,215	2,514
Non parishione	Sum - Hours	202	165
	Sum - Hirefee	2,315	1,683
Parishioner	Sum - Hours	242	169
	Sum - Hirefee	2,070	1,507
Total Sum - Hours		2,609	2,543
Total Sum - Hirefee		16,393	15,668

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Treasurer's Report:

BM distributed the keys to the new store outside door (W). He explained that the door could only be locked from the outside as the inside panic bar overrode the lock. Care must be taken to lock the door on the outside whenever leaving the store.

He also reported that when all the immediate invoices had been settled our funds would be reduced to a figure below the agreed buffer of £3K; this will be made up over the next few months providing that no emergencies occur.

The lantern light has been paid for; but the final account for the committee room is awaited.

Other outstanding items are:

New cupboards £1100.00

New tables £700.00

The Oak Room A/V equipment consisting of a wall mounted short throw projector and screen. £3.2K~£3.5K (yet to be ordered).

We cannot undertake any more major projects until our reserve funds have been built up again.

BM said that he had received no response to his e-mail concerning the extraneous large items found in the rubbish bins. The Hall has to pay for collection of the rubbish and large broken toys etc. must be disposed of privately by the user concerned.

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AOB:

MS raised the question of the request received for a youngster's educational workshop involving an overnight stay in the Hall.

MJ said that under the current operating licence we are responsible for all aspects of running the Hall; but when this was introduced WBS insisted that we ran the hall under the, then, current conditions or reapplied in full for newer conditions of management. We decided to maintain the existing conditions. This means that we can only operate the Hall from 09:00 hrs until 24:00 hrs. and thus cannot permit any overnight stays.

MJ also reported on the fire inspection of August 15th. '13 and, although we passed 5 items were highlighted as needing correction:

- 1 – Our risk assessment was out of date and must be renewed.
- 2 – The fire safety book was not up to date
- 3 – All test items carried out must be recorded.
- 4 – Fire alarm testing should be on a weekly basis.
- 5 – Any contractors or casual workers in the Hall must have a copy of the procedures for adoption in the case of a fire in the building.

MJ went on to say that the requirement for weekly testing was too much for one person to undertake.. he proposed that the major user groups should each allocate a volunteer to carry out the inspection on a weekly basis (say once a month) and **RECORD the FINDINGS**

MS agreed to prepare a list of the relevant user groups and circulate the request for volunteers. Of those present WBBS, Pre-School & KATS all agreed. There could be a problem during the school holidays to which a solution must be found. To this end there should be an **F&GP meeting (date TBA)** to agree a rota for the main hall and, separately, for the Oak Room

BA had eight points to raise:

- 1 – Padlocks were needed for the gates to the hard standing and the erection of the 4th gate.

MS said that padlocks were needed for the two gates leading to the back of the Pre-School shed. MS has the padlocks and will set the combination to 1471 – the same as the lock on the stage doors.

- 2 – Strangers had been found in the Hall. This was confirmed as a user group secretary who had a key. And on another occasion a contractors man.

MS stated that no one should enter the hall without the users permission when it was in use. The only exception being for the officers of the Management Committee as set out in our approved constitution.

All user groups should remind all their key holders of this requirement.

- 3 – Car park lighting not operating.

MS said that the timer for the lighting load was not man enough and after repeated switchings had burnt out. This was being replaced and a contactor fitted to carry the load.

4 – Some fence panels need replacing. These could not be identified. To be looked at in daylight.

5 – The repositioning of the sand pit. Site to be agreed.

MS confirmed that it could be placed on the grass but must not obstruct the exit from the emergency exit ramps.

6 – There are loose slabs on the ramps.

MS these will be relayed when the work to widen the ramps by the E/E doors is complete. He added that the ramps were for emergency use and are not play equipment!

7 – Mrs. Bristow says she needs a cupboard in the new store.

It was considered that Pre- School had sufficient storage for all there needs and that a very good case would be needed for any more.

8 – Can pre-School advertise on the front board.

MS said that this had previously been considered and that if one user group was permitted then all should be, which could defeat the objective.

HP said that Pre-School could use the Parish notice board to advertise.

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Future Meetings:

Management Committee next meeting will be on...

Tuesday November 19th 2013.:

All meetings are held at the hall, at 19:45 Hrs.