

# **BUCKLEBURY MEMORIAL HALL**

## **Trustees' Management Committee Meeting 19<sup>th</sup>. November 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
Sharon Tompkins	1 <sup>st</sup> Bucklebury Rangers
Rose Auld	Toddler Group
Barry Anns	Pre-School
Clare Powers	1 <sup>st</sup> Bucklebury Guides

### **Apologies :**

Gary Morgan – Parishioner, Ron Mather – St. Martin's Club, Ruth Tolchard - Brownies

### **11/13 - 1**

#### **Minutes of the previous Meeting:**

These were approved and signed by the Chairman.

### **11/13 - 2**

#### **Matters Arising :**

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

### **11/12 - 3**

#### **Chairman's & Letting Secretary's Reports:**

MS read out his reports as follows:-.

( By E-mail)

### **Chairman's Report**

Things have been quieter since our last meeting with not very much to report. The F&GP met and discussed our Fire Safety Risk assessment. Mike James will update you on this.

I have further modified the fan over-ride push button in the Main Hall which I think is now working satisfactorily and is easy to see.

We do still have a problem with the Main Hall front door which does not close completely unless you push it. (I see the one at Peach's stores is the same so it must be normal wear and tear)

I have marked out areas of the new store and hopefully our not so regular users will put things back in the right place.

There are a few small jobs still to be done:

- Removing the door cill which is a bit of a trip hazard
- Putting some carpet tiles on the exposed concrete.

I have checked and we can at most put three more cupboards in the store room. However this would prevent anything else going in there. I would prefer us to leave some space to accommodate either a new user, a floor cleaning machine or some other item. But I know Pre School have a few things they would like to keep there.

I have had the stage spotlights rewired so that the dimmer which used to dim the floor sockets now dims one spot. So the floor sockets are no longer connected. It is now possible to use both spotlights without blowing the trip.

KATS have reiterated their proposal to improve the stage. We now have some stage quality curtain track, some black stage curtains and a white cyclorama backcloth.

The proposal is

- To install the cyclorama on the back wall
- To install the curtain track in a U shape so the curtains will hang in front of the cyclorama and surround the stage like the blue ones do.
- To paint the walls and ceiling of the stage black.
- To remove the box surrounding the dimmer switches.
- To move the box containing the loop system; which in any event is currently not functioning.

MS also said that the stage floor sockets had now been disconnected so that the dimmer control only operated on the ceiling hung spot lights.

I am pleased to see that Pre School have now painted the shed and moved the sand-pit. I understand the sand-pit may need repositioning so children can access all 4 sides. This should not be a problem if it does not protrude onto the tarmac, though ideally it would be less of a hazard if there is a bit of space between it and the tarmac.

As Brian will report we have now reduced our reserves considerably and so will need to be prudent in terms of spending for some time to come.

## Letting Secretary's Report

Bookings are still a bit below 2012 levels

Hire type	Hrs 2013	Charge '13	Hrs2012	Charge2012
Parishioner	165	1,614	188	1,723
Non Parishioner	187	1,999	250	2,426
Block Booker	1,576	9,679	1,650	9,670
Non Commercial	529	2,585	506	2,409
No Charge	17	-	15	-
	2,474	15,876	2,609	16,228

Nevertheless the Hall is still very well occupied.

MS said that he also had had a request from the Toddler Group (RA) for a cupboard to replace the now removed committee room wooden cupboard. This, he thought, could be replaced by one new large cupboard which could accommodate both these needs.

[Post meeting it looks as if 2 x 900mm wide 600 mm deep cupboards will fit and one would fit the few PS lunch club books and toys plus the overflow Toddlers toys. A rolled up carpet might be stored vertically perhaps in an umbrella stand or a blanket might do which would be easier to store. However the £700 cost means this cannot be done for the moment]

I have a request for WBBS to hold a series of performances of the Wizard of Oz next July. I think this should be possible since most of those affected have agreed to change their bookings for that week.

This will bring in a bit of extra income for the Hall.

We did have one party two weeks ago who seemed to have spilt as much beer on the floor as they consumed. It took three washes of the floor to get rid of the stickiness. They have promised £25 towards cleaning but I am still waiting for their cheque.

#### 11/13 - 4

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

BM said that our funds were currently at a low point of about £7000.; but before the next input of funds from lettings certain items will have to be paid. This could reduce this figure considerably for a short period of time. The play park and BMX track insurance for instance, will be claimed back from the BPC; but meanwhile we must be careful to leave enough in hand to cover any immediate maintenance requirements. Certain items are already on going, such as; the installation of the fire detector and alarm button in the new store room and the replacement of the old external door which now opens to the new store together with the removal of the raised threshold.

The start date for the installation of the A/V system in the Oak Room has been delayed by the contractor.

We will be requesting a grant from BPC for improvements to the main entrance foyer which we hope to carry out during the Summer break. This will consist of fitting a new plaster board ceiling and lights and plastering the walls as well as decorating throughout.

MS said that the repair of the car park lighting was in hand; but we are awaiting the supply of a relay to take the load off the timer switch. Lights will also be installed at the West end to light the way to the new store external door.

BM went on to explain that it had been agreed that the BPC would cover the insurance and maintenance of the play park and BMX track as BMH derived no income from these facilities. These bills had been paid and reimbursement in part or in full was awaited.

BM said that the agreement of the committee was required for his proposal to raise the hire rates for all categories by 3%, rounded up, for the next financial year. There were no objections and the proposal was carried nem. com.

MJ asked that funds will be available to install a feeder cable for the Tennis Club's proposed flood lights now awaiting planning permission as previously agreed. BM assured him that this had not been forgotten.

**11/13 - 5**

**Storage Space:**

BA said that the request for more storage space for the Pre-School was for the lunch club. The requirement was to store two boxes of equipment and a floor rug.

MS said that he also had had a request from the Toddler Group (RA) for a cupboard to replace the now removed committee room wooden cupboard. This, he thought, could be replaced by one new large cupboard which could accommodate both these needs.

**11/13 - 6**

**A. O. B.:**

MJ said that the Fire Risk Analysis (FRA) had, following the inspector's final report, been updated to meet the requirements. The two most important items, which affected all users were:-

- 1) The requirement for a weekly test on the fire alarm system
- 2) All users must on every occasion that they occupy the premises,

**Check that the E/E operate freely,**

**Tell the occupants of the positioning of the exits**

**Outline the evacuation procedure etc.**

**AND SIGN THE LOG BOOK to confirm that this has been done.**

MJ also outlined the procedure for carrying out the weekly fire alarm tests and said that the following groups and individuals had voluntarily agreed to the schedule.

1 – WBBS

2 – Pre-School

3 – KATS

4 – BM

5 - AD

6 – Sewing Group

MJ said that he would instruct all volunteers individually or as a group on the details of the procedure. Particularly on how to turn the Alarm off!

CP asked that the method of turning off the alarm was given to all regular users. This should include such things as the positions of the water stop cocks and the main electrical controls etc. and, importantly the where-abouts of the log book.

MS said that for all casual users this information was in the standard hire agreement.

JH requested that a copy of this agreement should be sent to all regular users together with the instructions on what to do in an emergency. This was agreed.

JH also said that repairs to the old shed had proved to be not viable as the condition was worse than originally thought. Would the Hall agree to KATS providing and erecting a new

shed? MS said that if KATS could provide a detailed proposal this could be considered. Ownership details and maintenance to be agreed; but basically the committee foresaw no difficulties.

BA said that there was a requirement for the sandpit to have all round access. It was agreed that it could be pulled away from the wall but must not encroach on the tarmac. The temporary patching on the E/E ramp had been noted and was appreciated. MS said that when the work to widen the ramps, for H & S reasons, was being done the slabs would be replaced by a concrete surface.

## 11/13 - 6

### **Future Meetings:**

Management Committee next meeting will be on...

**Tuesday 21<sup>st</sup> January 2013.**

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