

# **BUCKLEBURY MEMORIAL HALL**

## **Trustees' Management Committee Meeting 21st. January 2014**

### **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
Barry Anns	Pre-School

### **Apologies :**

Gary Morgan – Parishioner, Ron Mather – St. Martin's Club, Alan Dunkerton- Independent, Clare Powers- 1<sup>st</sup> Bucklebury Guides

### **1/14 - 1**

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

These were approved and signed by the Chairman.

### **1/14 - 2**

#### **Matters Arising :**

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

### **1/14 - 3**

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

MS read out his reports as follows:-.

( By E-mail)

I would like to thank Mike James for all his work in getting the fire alarm testing programme up and running. I'm sure he will give us a progress report but I understand it is now operational. As always there have been minor issues since our last meeting.

The catch on the big gate was broken. As with so many of these minor issues the root cause is that the catch is not correctly mounted. I have repaired it but will need to change the way it works eventually in order to prevent it breaking again.

The handle on the door in the corridor had worked loose again, but I think Pre School are now able to fix it themselves. One of the handles on the Pre School store has broken off. I have had to order a new handle and hope it is of better quality than the old one. I see you

can buy handles like these from £6 to £20 a pair. The new handle (a £20 version) bolts the two handles together so I think should be much better than the old one which I imagine was a £6 version. I will also replace the corridor handle as it causes the most problems.

Brian will update us on the minor jobs that Andrew Simmonds is going to do and also on the state of the work on the fencing and on the audio visual equipment for the Oak Room.

I still have to glue some carpet tiles in the corridor by the new store.

Repairs to the main Hall front door and the high level windows are still outstanding.

I have received a reply from the Parish Council regarding our request for a grant in 2014.

Unfortunately they are only able to give us £3,875 against our request for £5,875 and we will therefore have to review what improvements we can afford to do in 2014.

They have also requested that we obtain three quotes for both the insurance and the BMX track maintenance in the future. This may be quite difficult to do but I will leave it to Brian to explain the potential problem.

But in general the Hall continues to be a very useful resource for parishioners.

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

Lettings continue to be popular especially in the main Hall. I recently worked out that total usage of the Hall is about 3,500 hours per year. The Main Hall is used about 50 hours per week, the Oak Room about 13 hours per week and the Committee Room was used for about 3 hours per week in 2013 but now that Jenny Felton has moved it is only used for about 1 hour per week (other than it's use as a lunch club by Pre School) so there is a lot of spare capacity in the Oak Room and Committee Room.

This does mean that there are opportunities for additional lets.

Carol Davis, who runs exercise classes in the Hall also does personal training at home. She is currently having building work done and so is likely to use the Oak Room for an additional 10 hours per week thus doubling the hours the Oak Room is used.

### **1/14 - 4**

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

BM said that our funds were now sound. After reporting at the last meeting that we had to go easy on some developments, there have been some improvements in our financial state.

BPC have responded to our request for a grant of £5785 for the next financial year by offering £2000 for minor improvements and £1785 for the BMX track maintenance & insurance, making a total of £3785 . The cheque has been received.

With regard to the Oak Room A/V system, due to some difficulty that the contractor has had, the work has not yet started. He proposes to source the hardware by the end of this month ready to for installation in February. Guaranteed dates must be agreed.

A quote has been accepted for the entrance foyer refurbishment. The work will also include the new store door cill removal and other small repairs. The quote was for £4000. + VAT and the work will be carried out during the Easter break.

Our groundsman has quoted a sum of £300 for repairs to the damaged fencing; but his figure for repairs and widening of the emergency exit ramps at £4700 was considered too high. The original quote for this work from Simmons was £2000 and now that they are back in business will be approached for confirmation of this figure.

The electrician still has not fitted the fire alarms and smoke detectors in the store and committee rooms. This needs progressing.

The BPC, in their letter asks that, in future, we should obtain three quotes for the BMX insurance. This may prove difficult, as, in the past, insurance companies approached have declined to tender. It is not considered that annual maintenance for the BMX track will prove necessary. Our present insurance is on a three year contract, except for the BMX track; but is considerably cheaper than our previous insurance contract.

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**A.O. B.:**

It was reported that the Oak Room Wifi was poor. BM agreed to liaise with BA and contact BT for improvement advice.

BA had two requests:

- 1) Can PreSchool fit a wired bell push for the main entrance? Approved
- 2) Can they fit a child's double seat in the disabled toilet.

With regard to the latter, it was considered that this was O.K. provided that it did not interfere with the normal disabled use of the toilet. MS pointed out that we did not meet all the new requirements for disabled toilets and that, in future, we may have to do some retro fitting.

BM said that it had been reported that on occasions the new store external door had been left unlocked. He emphasised that if opened from the inside it must be firmly pulled shut. To this end an internal pull handle will be fitted. If opened from the outside (with the key) it must be closed and locked from the outside.

MJ reported that everyone involved had attended his fire alarm testing seminars and that the testing procedures were now operative.

He has booked two services pa for fire protection equipment testing at a cost of £220.00 p a this was approved.

JS asked that the fire alarm testers notify any occupants of the other hall that a test of the alarms was about to take place.

She also reported that the hot water boiler in the kitchen required some maintenance.

MS asked ST to confirm all her booking dates for the coming year.

MJ said that the TC had now applied for planning permission for the proposed flood lighting and the necessary orange notice had now been posted outside the courts.

JH asked if space was available for a filing cabinet in the store as it was deeper than the standard cupboards. MS agreed to check for space.

JH also queried the sitting and permissible size for the replacement shed. MS agreed to meet him on site to discuss this.

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**Future Meetings:**

Management Committee next meeting will be on...

**Tuesday 1<sup>st</sup> April 2014.**

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