

# **BUCKLEBURY MEMORIAL HALL**

## **Trustees'**

### **Management Committee Meeting**

**19<sup>th</sup> June 2014**

#### **Present:**

|                 |                                    |
|-----------------|------------------------------------|
| Mike Scholl     | Acting Chairman                    |
| Dennis Gower    | Acting Secretary                   |
| Sharon Tompkins | 1 <sup>st</sup> Bucklebury Rangers |
| Alan Dunkerton  | Parishioner                        |
| Jane Scholl     | West Berks Ballet School           |
| John Brims      | Bucklebury Parish Council          |

#### **Apologies:**

|             |                       |
|-------------|-----------------------|
| Brian Mason | Treasurer             |
| Mike James  | Tennis Club           |
| Julie Baker | Horticultural Society |
| John Hicks  | K A T S               |
| Ron Mather  | St Martin's Club      |

#### **6/14 - 1 Election of Officers:**

AD proposed that, if they were willing, the previous holders of the offices of Chairman, Treasurer, & Secretary be re-elected. This was seconded by JS and passed unanimously and MS was re-elected as Chairman, BM as Treasurer and DG as Secretary.

#### **6/14 - 2 Election of subcommittee/s:**

Only one sub-committee was required. The Finance & General Purposes Sub-Committee. JS proposed that the previous members of that committee, with the exception of Gary Morgan, who has resigned, be re-elected. This was seconded by JB and passed unanimously.

The following members were thus re-elected:

Mike Scholl, Brian Mason, Mike James, Alan Dunkerton, Dennis Gower.#

#### **6/14 - 3 Minutes of the previous Meeting:**

These were approved and signed by the Chairman.

#### **6/14 - 4 Matters Arising:**

There were no matters that would not be covered by the agenda.

## **6/14 - 5 Chairman's Report: (Inc. Letting Sec's. Report)**

MS said that the AGM was just over a month ago so not a lot has happened in the meantime.

### ***Heating***

As you probably know Oak Room users are unable to turn the heating on or off unless they can access the main hall, and this is sometimes not possible. I have asked for a quote to install a programmable thermostat in the Oak Room which will enable Oak Room users to turn the heating on and off.

As with the controller in the main hall there is the potential problem that users may alter the programming. I think these programmable thermostats are generally touch screen so it may be difficult to restrict user intervention to advancing the heating. However Oak Room users can probably turn the heating on when they arrive and warm the room up sufficiently quickly.

### ***Tennis Court Lighting***

The Tennis Club may succeed in getting a grant for some of the costs of lighting the courts. I suggest that if this money is paid to the Hall that we pay the supplier for part of the cost of the lighting. Clearly any money received by the Hall for the lighting must be used for that purpose. Once installed the lighting will, in effect, be the property of the Hall so it is appropriate that we pay it directly.

### ***Teapots***

One of the kettles was on the windowsill in the kitchen and I noticed that it is filthy. The inside and indeed the outside look as if it has never been cleaned at all. A utensil in this condition would never pass an inspection if it was in a commercial establishment and I do not think the hall should have teapots in this state in our cupboard.

I suggest throwing them away and telling the organisations wanting to use teapots that they should buy their own and keep it elsewhere.

### ***General Repairs***

Pre School have raised the issue of the loose slabs on the ramp and the damaged fencing. I have looked at both of these. As far as I can see the problem with the ramp is very minor and represents a small trip risk. It will be finally resolved when we replace the ramps.

Similarly the fence although not in first class order is not badly damaged. We have asked for some posts to be replaced or made more solid. It might be worth replacing the gravel boards along the fence around the tarmac and grass play areas. There are about 15 boards so the cost would not be very high.

### ***Hall Trustees***

We do need some new trustees to help manage the Hall. And in particular we will need someone to take over the treasurer's role in 12 months time as Brian has indicated that after 10 years of service he will be retiring at the end of this financial year.

## **Letting Secretary's Report**

I have had a few difficulties with bookings over the last month or so. The Oak Room has

filled up a bit and not all users check the online diary so conflicts have arisen when two people both thought they had booked the same slot.

**It is important that all regular users check that their dates are correctly in the diary.**

I have also had problems when regular bookings are in the diary “back to back” In most cases regular users book for the length of their session and tidy up etc. after their end time. There are very few occasions when bookings are back to back but I think I will introduce a default gap of 15 minutes so as to avoid future problems.

### **6/14 - 6 Treasurer’s Report:**

In the absence of the treasurer, MS reported that there had been little change since the treasurers report to the recent A G M

### **6/14 - 7 Any Other Business:**

1) Bucklebury Memorial Education & Recreation Society A G M

Since the new Events Committee for the parish have not take up the responsibility for BMEARS, and since, under the current legislation, it no longer has a significant part to play; DG proposed that it be wound up. This was seconded by MS and passed unanimously.

NB: BMEARS has no funds held in its name.

2) JS said that in the main hall some lighting tubes were missing and the remainder were of differing colours. MS agreed that this state of affairs should be rectified.

3) MS said that, as he mentioned in his report, the aluminium teapots supplied by the hall was in a disgusting state and had obviously not been cleaned for some time. It was agreed that the teapot be thrown away and that new teapot/s be purchased. It should be made clear that users should be responsible for cleaning the teapot/s after each use.

### **6/14 - 8 Future Meetings:**

The date for the next Management Committee will be announced later on a date when it has been found that the majority can attend.