

BUCKLEBURY MEMORIAL HALL

Trustees'

Management Committee Meeting

23rd September 2014

Present:

Mike Scholl	Chairman
Dennis Gower	Secretary
Brian Mason	Treasurer
Alan Dunkerton	Parishioner
Jane Scholl	West Berks Ballet School
Mike James	Tennis Club
Julie Baker	Horticultural Society
John Hicks	K A T S
Barry Anns	Pre-School

Apologies:

None

9/14 - 1 Minutes of the previous Meeting (19- 6- 14)

These were approved and signed by the Chairman.

9/14 - 2 Matters Arising;

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

9/14 - 3 Chairman's Report: (Inc. Letting Sec's. Report)

Heating

As I have reported before Oak Room users have been unable to turn the heating on or off unless they can access the main hall, and this is sometimes not possible. Our heating engineers will install a programmable thermostat in the Oak Room which will enable Oak Room users to turn the heating on and off. This will be done next Friday 03/10/14

At the same time they will replace the faulty controller in the main hall so our heating should then be ready for the winter.

Tennis Court Lighting

We have installed a cable for this and I think the lights should be operational very soon.

Teapots

I have bought two new teapots which are stored one in the Oak Room and one in the Main Hall. As with other hall equipment can I ask users not to move them between the halls. [NB post meeting. The teapot in the main hall seems to have gone AWOL so there is just one in the Oak Room.]

General Repairs

We have installed two new light fittings in the corridor which is now much brighter. I think we may, however need a third eventually.

The two faulty hand dryers have been ordered and if not already installed will be installed soon

Stage

Together with volunteers from KATS we have put some new curtains on some proper stage curtain track on the stage. The curtains form a U around the stage so can be used in a variety of ways: eg as wings or to create a space for a band or entertainer.

Having installed these tracks it is clear that they are much better quality than the tracks on which the main stage curtains run. We have lots of problems with these curtains – users pull them and break the hooks. Eventually I think it would be a good idea to install curtain tracks of a similar quality. The ones I obtained were second hand and very cheap. I think a stage quality track with pulleys would be about £500 so may have to wait until we have more cash in hand.

Accident on the steps

I circulated an email about a child who fell off the steps in the entrance hall. Various trustees have expressed opinions on this. Could we decide what if anything we want to do.

Posts

I have put two new wooden posts on the grass so users can more easily see where the hall is.

Tubes & bulbs in the Hall

I have replaced all the defective spotlights and tubes in the main hall. Unlimitedly it would be a good idea to replace the spotlights with LED's as they would be cheaper to run and last a lot longer but for the moment we have a stock of replacement spotlights.

Hire Rates

I have tried to get comparative hire rate figures from other halls. This has proved quite difficult. The F&GP has suggested that we review our rates now and apply new rates from the 1st of January. This will bring in a bit of extra money in 2014-5 and help to improve our rather depleted cash position.

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 Secretaries Report

Bookings continue to be very popular. I have 40 bookings in the Oak Room in September so although there is still space available the room is being well used. In the Main Hall we have 10 bookings over the 8 weekend days in September.

I was interested to note when I tried to get comparative hire rates from other local halls that:

We are the only hall to put the diary on-line

Very few halls have clear rates on-line

Several websites have booking forms that do not work or no email addresses. Some it is quite hard to find a phone number.

But our system of doing almost everything on-line is very much easier for everyone than phone calls, paper diaries and mailed booking forms. I suppose they will all get into the 21st century eventually!

9/14 - 4 Treasurer's Report:

BM reported that whilst we were solvent at the moment, prices of our essential services were rising faster than the inflation rate and that the new hire rates for the hall should be raised by more than inflation.

As reported to the recent F&GP meeting the current situation was as follows:

Our current account now stood at:	£6000
Anticipated income:	£13400
BPC grant for decoration:	£2000
Total available:	£21400

Anticipated maintenance etc. : £12000
Excess Water bill- leak £2000
Playpark & BMX Ins. & mtce. : £400

Total liabilities : (£14400)

Total current A/C available : £6000

BM said that he proposed that no more than £2K is to be spent on essentials this financial year. This leaves a carry over for emergencies to the following years of £4K.

BM reported that finances for this financial year were tight.

Hire charges had been raised by some 20% over 8 years; but our running costs were up by some 70%, partially due to the addition of the Oak Room.

Cleaning increase was 100%

Refuse collection was up by 200%

Oil was up by 30%. And so it goes on!

Apart from any rate increase BM proposed that the new rates should apply from 1st Jan 2015. JH said that this would be difficult for KATS as they were already taking bookings up to mid February and such a ruling could adversely affect their cash flow. BA said that it would also make life difficult for the Pre-School.

BM said that the excess water bill (£2000) was put on hold while he negotiated settlement terms with Thames Water, and that BPC had recently sent the cheque for the decorations (£2000). It was now proposed by the F&GP committee that the main hall corridor and the Oak Room be decorated.)

The current estimate of cash available at year end will be £2500 against an opening balance of £7500.

BA said that Pre-School would be able to help with a grant application from the Greenham Trust for the widening and renewal of the E/E ramps if this would help.

The possible increases in rates were then discussed at length:

MS said that he had attempted to review the charges for the neighbouring Halls; but this had not proved easy!

Comparing the average charges with our charges we get:

	<u>UBMH</u>	<u>Average</u>	<u>Difference</u>
Pre-School am	<u>£19.20</u>	<u>£26.89</u>	<u>71%</u>
Children party 14:00-18:00	<u>£36.20</u>	<u>£47.33</u>	<u>76%</u>
dto non parish.	<u>£45.00</u>	<u>£67.13</u>	<u>67%</u>
Evening party 19:00- 23:00	<u>£77.50</u>	<u>£75.17</u>	<u>103%</u>
dto non parish	<u>£106.25</u>	<u>£104.54</u>	<u>102%</u>

In the ensuing discussion MJ said that we should avoid having a flat rate for all sessions.

JH said that weekend & evening casual bookings should be raised by more than midweek rates.

MS pointed out that casuals were only 25% of the total bookings.

The agreed outcome was that the increase should be left until the end of the financial year before taking effect.

Generally, this coming year, the increase should be of the order of +5%.

9/14 - 5 Any Other Business:

The reported accident on the stage steps stored in the foyer was discussed and it was resolved that there had only been one accident, to our knowledge, in the past 40 years, the child was not seriously hurt. There exist other similar hazards (the steps to the stage, the E/E ramps outside the hall etc.) and that any action to limit access or supervise children using the hall was the responsibility of the hirer as is clearly stated in the hire agreement. BA said that Pre-School was happy with the steps being stored in the foyer. JS concurred. It was resolved that the steps be stored in the foyer as before. MS agreed to write to Mr. Marshal (the complainant) to explain the decision.

MS also said that we had a problem. We had insufficient trustees and too many of the existing trustees took no part in the decision making.

Also our present treasurer is standing down and a replacement is urgently required.

BA queried the repair to the fencing of the play park. BM said that this was in hand and that the new water pipe in the store room is to be boxed in.

BM hoped that the painting of the corridor and the Oak Room could take place during the coming half term break.

9/14 - 6 Next Meeting:

19:45 on 18th November 2014 in the Committee room.

The meeting closed at 21:45