

BUCKLEBURY MEMORIAL HALL

Trustees'

Management Committee Meeting

17th. November 2015

Present:

Mike Scholl	Chairman
Dennis Gower	Secretary
Mike Bodsworth	Treasurer
Sarah Strong	Bucklebury Pre-School (Late arrival - as notified)
Ann Wooton	Bucklebury PreSchool
Mike James	Tennis Club
Ron Mather	St Martin's Club
Claire Powers	Bucklebury Guides
Alan Dunkerton	Parishioner

Apologies:

John Brims	Bucklebury Parish Council
Helen Relf	Mahjong Club
Jane Scholl	West Berks Ballet School
Julie Baker	Horticultural Society & Sewing Group

11/15 - 1 Minutes of the previous Meeting: (16-6-15)

These were approved and signed by the Chairman.

11-15 - 2 Matters Arising:

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

11-15 - 3 Chairman's Report: (Inc. Letting Sec's. Report):

Bank signatories

I have the HSBC mandate for AD to enable him to become a signatory.
(**Secretary's note:** AD completed the mandate at the meeting)

General Repairs

Pre School had a problem with the disabled toilet lock. The outer part of the lock was not connected to the inner part (it seems this has been the case for years) so when a child locked itself in the loo the staff were unable to open it from the outside. Their attempts damaged the lock. I have subsequently repaired this but it probably needs a more substantial repair.

Users should note however that the locks are designed to be opened with a coin and not a sharp instrument. The disabled one is very stiff but can be opened with a coin or a large flat screwdriver. I think some of the doors require the outside to be turned clockwise which may be counter-intuitive.

If all else fails and the door cannot be opened- Remove the outer assembly (the aluminium cover clips off, then remove the two small screws) Then use pliers or a spanner to turn the spindle which is now visible.

I have repaired the gutter on the South wall of the hall and also the Oak Room door.

Teapot

The teapot mystery has been solved as Pre School had taken one away thinking it was theirs and the other was hidden in a box.

Oak Room Kettle

The Tuesday Ladies have asked if I could replace the kettle with a smaller one. I am reluctant to do this as I had previously had complaints about poor tea making facilities and I am not sure how one could make 40 mugs of tea with a single standard sized kettle. Using multiple kettles would almost certainly overload the socket.

I suppose we could consider getting a second built in water boiler but I think it would often be left on for days without being used and the one in the Main Hall whilst loved by some users is not loved by all.

Tables

Having solved the mystery of the teapot we now have a table mystery. One of the small tables has disappeared!

Please can users also make sure the tables are in the right place. It would be nice if you could do this even if it wasn't you that put them there. Not everyone would know where to look for missing things and it is not always possible to access other rooms to recover furniture.

Curtains

Several of the curtains and tracks are damaged. This is because people pull the curtain rather than use the cords and pull harder when it doesn't move. (A bit like the loo door – using the head is generally better than brute force)

I may need to replace the rail over the Oak Room emergency exit as the metal extender seems to have disappeared. That will be a bit expensive. But I hope the others just require some maintenance.

Heating

I will review the heating timing now that the weather is cooler

Heating Oil

The oil tank is now full and we can if we want order from Marsh Fuels with whom we now have an account.

Sec.'s Note - (It was agreed that MS would arrange for top-ups as required.)

Possible works in and around the hall:-
(with some cost estimates)

Replace Ramps at rear of Hall

We had agreed to do this but waited for months for a quote from Odin Manners (£2000-£3,500)

Play park maintenance.

A number of issues were raised by the 2015 inspection. None of them were serious but we should perhaps revisit the report.

BMX track maintenance

I've not had a close look at the track recently but I imagine it could do with some TLC

Painting the Main Hall

Continuing the work done in 2014 and 2015

Sound deadening in committee room £500

Remove redundant wooden post by tennis court.

Se.'s Note (It was agreed to cut off the post above the old electricity supply box after removal of the redundant wiring above the box.)

The post is not vertical and is an eyesore.

More stage lighting and improved sound setup

The two lights we have are a bit old and don't generate much light. When KATS put on shows they run cables to the back of the hall. It would be better to have a permanent setup. Also consider renewing the Loop System cable.

Sand and re-seal wooden floor £1500

This was last done in 2013

Letting Secretaries Report

Bonfire Night

The Cottage Inn generally use our car park on bonfire night. This year there was some confusion as I thought I had told them that the Hall was too busy on a Thursday but their advert in the NWN told everyone to park at the hall.

In the end I directed traffic and allowed some cars to park at the hall while sending others down the road. The road was pretty chaotic but parents collecting children could get in to the car park and KATS managed to find space for their cars too.

Next year it will be a Saturday so I have suggested to Gary (the licensee) that I will book the hall so we don't have any clashes that evening. It probably will not cost us anything as we only had 2 evening parties in November 2015 so they can probably slot around the fireworks night.

Hort Soc Bookings

We had a problem when Hort Soc realised they had not given me dates for 2016 and their preferred dates were taken This has now been resolved and I have put in provisional dates

for 2017. There are some issues regarding these.

1. It would be better for the Hort Soc talks to be in the Oak Room. The screen and projector are there, the kettle is huge and it would mean that neither Guides nor Rangers would need to cancel sessions.
2. It would also be better if Hort Soc set up for their shows after Guides finish on a Friday. That would avoid Guides having to cancel their evening for a one hour set-up.. I wonder if the committee might waive the hire fee for the set up if they do so. I do quite often have set-up time issues: Once a person has set up for their 'do' the room is no longer available for hire. I generally try to ensure a reasonable compromise is reached and on a Friday evening after Guides we are not ever going to get a booking.
3. **Sec.'s Note:** (It was agreed to waive the one hour set up time charge after guides)

Block Bookings

I have asked everyone for dates up to Summer 2016. Although it makes for a bit of extra work if we change our rates in April it will avoid a casual booking attempting to secure a date which would clash with a block one.

There are still a few uncertainties but I think I now have dates from everyone except the Parish Council.

It is important that all users feel responsible for ensuring their dates are correctly in the diary. You need to give me your dates and then check they are in the diary.

Furthermore if they are wrong I need to know what is wrong (just giving me the list again is not on)

Bookings vs last year

The table shows what is currently in the diary for 2015-2016 vs 2014-2015, so for party bookings there are likely to be quite a few bookings in the next 5 months

The No Charge bookings in 2014-5 are when I booked the hall for decorating work.

If you exclude the no-charge bookings we are already ahead of last year in both hours and money.

Hiretype	Hrs2015-6	Charge	Hrs2014-5	Charge2014-5
Parishioner	160	1,765	211	2,051
NonParishioner	250	3,072	314	3,420
BlockBooker	2,253	14,740	2,141	13,668
NonCommercial	673	3,484	649	3,332
NoCharge	10	-	197	-
Total	3,346	23,061	3,511	22,471

11/15 - 4 Treasurer's Report:

Finance Report to Bucklebury Memorial Hall Trustee's Meeting 17.11.15

Opening Balance@01.04.15		7381
income@16.11.15		
Hall Hire	16765	
Grant from BPC	3785	
		20550
Expenditure@16.11.15		12027
Net Income		8523
Balance@16.11.15		15904
Expenditure over £500		
Cleaning	2628	
Electricity	1169	
Heating Oil	772	
Heating System Repair	675	
Insurance	839	
Building Repairs / Maintenance		2149
Waste Disposal	827	
Water and Sewer	889	

M. Bodsworth 16.11.15

Overall the Hall's finances look sound.

11/15 - 5 Any Other Business:

SS for the PreSchool voiced their concerns about the temporary repairs done to the disabled toilet door, They thought that this had been raised at the September meeting but it had not been minuted, nobody remembered it being raised and it had not been raised in writing until a child was locked in during October. MS explained that he had ordered a replacement outer unit that he thought should fit and would be fitted very soon.

Sec's Note: (After the meeting MS showed the pre School representatives the repair and opened the door using a coin.)

MS said that he had contacted 'GIK' with reference to the sound dampening of the committee room and they had recommended 9 acoustic panels at a cost of £510.00. This was agreed as a reasonable price.

MS said that before the next meeting the F&GP sub committee should meet to agree on the rates for 2016/17 to put to the management committee.

With regard to the new year's grant from the BPC, MS & MB were tasked to sort out our requirements; bearing in mind the economic restrictions currently pertaining.

MJ suggested that the Main Hall could be improved considerably if the walls were plastered before re decorating. It was agreed that this would improve the ambiance of the hall if it could be afforded.

AD agreed to obtain a figure for the plastering of the Main Hall.

11/15 - 6 Future Meetings:

The date for the next Management Committee was fixed for:

Wednesday 20th January. 2016 at 19:45 Hrs. In The OAK ROOM

For those nominees who are unable to make it, the provision of a substitute would be appreciated.

.There being no further business the chairman closed the meeting at 21:30 Hrs.