

BUCKLEBURY MEMORIAL HALL

Trustees'

Management Committee Meeting

8th June 2016

Present:

Mike Scholl	Acting Chairman
Dennis Gower	Acting Secretary
Mike Bodsworth	Acting Treasurer
Barry Dickens	Bucklebury Parish Council
Mel Wilkes	Guides
Julie Baker	Horticultural Society
Jane Scholl	West Berks Ballet School
Mike James	Tennis Club
John Hicks	K A T S
Ann Wootton	Bucklebury Pre-School

Apologies:

John Brims	Bucklebury Parish Council
Helen Relph	Mahjong Club

6/16 - 1 Election of Officers:

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

Chairman	Mike Scholl	Charity Trustee (confirmed)
Treasurer	Mike Bodsworth	Charity Trustee (confirmed)
Secretary	Dennis Gower	Charity Trustee (confirmed)

With one exception the Schedule nominee Management Committee Members remained as last year. The exception being the resignation of Barry Anns as the Pre-School representative. The following are the nominated Management Committee members:

Independent	John Brims	Charity Trustee (confirmed)
Horticultural Society	Julia Baker	Charity Trustee (confirmed)
Tennis Club	Mike James	Charity Trustee (confirmed)
St Martin's Club	Rob Samson	Charity Trustee (Pending)
Mahjong	Helen Relf	
Sewing Club	Julia Baker	
Toddlers	Rose Auld	

W. Berks. Ballet School	Jane Scholl	Charity Trustee (confirmed)
Pre-School	Ann Wootton	Charity Trustee (confirmed)
Guides	Mel Wilkes	Charity Trustee (confirmed)
Bucklebury Rangers	Sharon Tompkins	
K A T S	John Hicks	Charity Trustee (confirmed)
B P C	Barry Dickens	Charity Trustee (confirmed)

6/16 - 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 be re-elected, This was seconded by JB and passed unanimously.

The following members were thus re-elected:

Mike Scholl, Mike Bodsworth, Mike James, Dennis Gower.

6/16 - 3 Minutes of the previous Meeting:

These were approved and signed by the Chairman.

6/16 - 4 Matters Arising:

There were none.

6/15 - 5

Chairman's Report: (Inc. Letting Sec's. Report)

Welcome to New Trustees

I am pleased to welcome new trustees. Barry Dickens, Ann Wootton and Rob Samson. I thought it might be appropriate to remind all trustees of their duties and responsibilities. These are detailed in the Charity Commission booklet "The Essential Trustee" and I do have three copies if you have not got one.

As a trustee of the Memorial Hall you are responsible to help to ensure;

- That we act in accordance with our constitution
- And that we ensure our charity benefits the public.

In the case of the hall our public benefit is very clear as we enable hundreds, if not thousands, of people to use this facility at low cost every year.

Trustees must act in the best interest of the charity. This means avoiding any conflict of interest between any organisation connected with yourself and the Memorial Hall. Those of you nominated by a blockbooker (Schedule 2) organisation do not represent the interests of your organisation but must act in the best interest of the hall.

It is clearly not easy for user group nominees to avoid raising issues which only affect their group. But the final decision should be in the interests of our charitable objective and public benefit..

I also thought I would briefly touch on the question of corporate structure. We are an unincorporated body. This means that in effect it is the trustees who are ultimately responsible for the hall. Were the hall to become bankrupt we could be

considered, jointly & severally, liable for its debts. In practice this is extremely unlikely to happen. We have modest outgoings and importantly we have no staff. We insure ourselves so any accident involving the hall would be covered by the insurers as would the cost of rebuilding the hall in case of fire or other catastrophe. We could, if we wanted, adopt a corporate structure. There is now a Charitable Incorporated Organisation structure which allows charities to ensure that any contracts or debts were in the name of the charity and not in ours. Given the nature of our activity I don't think this is a course worth pursuing.

AGM

Two items discussed at the AGM were not minuted. We discussed the question of having locked cupboards for some users in the kitchen and agreed that this was not a good idea. We also discussed whether Pre School could have a permanent or temporary sign advertising their service. The meeting was not generally in favour of a permanent sign but agreed that Pre School could make a more detailed proposal at our first trustees meeting.

Playpark

As you know Suzi Poole sent us a letter suggesting that the playpark had deteriorated due to lack of maintenance and suggesting that there had been a reserve created to ensure maintenance of the facility. I think she is mistaken on both counts.

I suggest we have a tour of the playpark to assess for ourselves what should be done. As for the reserve for maintenance, she has misunderstood. There was never such a reserve but even had there been we have spent substantial sums repairing items which were either of poor design or quality. I have drafted a possible response but we can discuss what we should reply once you have assessed the situation.

I have however installed my picnic table replacing the broken one.

Together with Bob Bowden I also took the Playpark gate to pieces. We failed to work out what all the adjusting screws do but I have since looked it up and when Bob returns from holiday I hope we may be able to make it close properly. It has never fully shut since being installed.

BMX track

I have agreed for DT leisure to repair the bmx track and the holes in the rubber surface. I spoke to them yesterday. They have not yet given me a firm start date but it should be in July.

General Repairs

I have quotes from Andrew Simmonds to repair the ramps and redecorate the hall. These total just under £4,000 plus vat and I propose we tell him to go ahead. And also to install a ladder into the Oak Room and re-roof the outside shed at a cost of £800

I should have had a quote from Nurse Electric to replace the spots in the hall ceiling, replace the broken hand dryer, move a light for the attic ladder and disconnect the offending car park light. Technical issues have meant I don't yet have these. I suggest that once I have a quote I circulate it for comments and authorise the work unless anyone feels the quote is excessive.

Tables

There was a question of replacing the missing small table but since we seem to be getting along ok without it I suggest we don't replace it.

Change of Name

I filled in the Charity Commission form on May 14th. I have had an acknowledgement from them and I think we just have to wait for the change to take place.

Letting Secretaries Report

Both I and the treasurer reported on lettings at the AGM. Since then I have given last years hire agreements and my paying in book to Hayley who is auditing them. My banked figure agrees with the treasurer. This is however different from the value of hires during the year as some hirers pay in advance, some in arrears. I think I will be able to reconcile these two sets of figures at the end of this year.

Following the Chairman's report the meeting adjourned to inspect the play park.

Play Park Inspection

After the inspection the meeting reconvened and the following points were noted:

The Playpark is generally in reasonable condition and there is no safety work required.

The equipment could do with a pressure wash, two holes in the soft landing surface need repairing and the woodwork to the slide needs some rotting items replaced.

MB said that in responding to Mrs. Suzi Poole's letter we should confine ourselves to the main points:

- 1) Play park needs a *Professional* service and *deep* clean.
- 2) *Large* areas of ecobond worn away.
- 3) The toddlers trail (under the trees) is *filthy with ingrained dirt*.
- 4) There are *no seats for the picnic table*. (New table now installed)

6/15 - 6 Treasurer's Report:

The budget for the year 16/17 has been revised .

MB went through each item in detail. (see attached budget)

6/15 - 7 Any Other Business:

AW said that the Pre School were losing alot of their children at the end of term and needed urgently to advertise for new pupils for the new year.they would, therefore like to place a notice outside the Hall, visible from the road, to advertise the presence of the Pre School. She then tabled two versions of a possible notice to be hung under the present sign for the hall.

BD said that the sign should be temporary and only be in place when the Pre-School was active in the Hall. i.e. Monday to Thursday.

DG added that perhaps the opening times should also be displayed.

MB said that other users may well need to have a similar facility.

MJ said that the Tennis Club would also like a similar facility to display a semi

permanent sign.

After some further discussion BD proposed that that a temporary, Monday- Thursday sign be approved, subject to agreement on the wording and layout. This was seconded by JH and passed by a majority.

AW agreed to contact WBC with regard to the planning aspects regarding size and positioning.

MS raised the response to Mrs. Suzi Poole's letter..

JS said we should respond as soon as possible.

BD agreed that the Playpark and the BMX track are community assets and do not contribute to the BMH finances. He further agreed to get a BPC agenda item raised for the next meeting so that they could look at the costs and responsibilities involved.

JH said that whilst BMH will inevitably have continue with day to day maintenance; we should try to get volunteer assistance from user parents etc for tidying and cleaning.

JB suggested putting an appeal in the 'OAKS' for volunteers.

JH noted, with pleasure, that the remnants of the oldshed were to be reroofed and made watertight.

MJ asked that the anti-climb rollers be refixed to the boiler house roof to prevent children from climbing up.

After some discussion it was felt that the most worth while solution to be followed in more depth, was to raise the boiler house roof (it was considered OK to block the stage window above).

MS agreed to get an estimate for this work; but warned that it could involve rebuilding the boiler house in brick as the current wooden structure may not be strong enough.

An alternative was suggested of putting barbed wire round the existing roof.

MS added that with regard to his Letting Secretary's report, he had now reconciled his annual returns with the Treasure's reported figures.

6/15 - 8 Future Meetings:

The date for the next Management Committee was fixed for:

Wednesday September 14th. 2016 at 19:45 Hrs. In The COMMITTEE ROOM

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

The meeting closed at 20:25 Hrs.