

# **BUCKLEBURY MEMORIAL HALL**

## **Trustees'**

### **Management Committee Meeting**

**9th September 2016**

#### **Present:**

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

#### **Apologies:**

Helen Relph	Mahjong Club
Julie Baker	Horticultural Society

#### **9/16 - 1 Minutes of the previous Meeting:**

There were two corrections to be made to these minutes:

The name of the representative for St. Martin's Club is 'Sansom' not 'Samson' and he has not yet agreed to be a trustee.

These alterations were marked on the minutes, which were then signed by the chairman.

#### **9/16 - 2 Matters Arising:**

There were none.

**9/16 - 3**

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

MS Before giving my report I would like to make some fundamentals clear:

This meeting is a Trustees' management meeting and only Trustees are eligible to vote on any substantive motions put to the meeting.

User group representatives who are also Trustees must realise that although they can make representations on behalf of their group, when it comes to a vote they must, as a Trustee, consider the needs of the charity as a whole and not just the requirements of their group.

### ***Summer Maintenance Works***

This has been a busy summer for the hall. We had the bmx track resurfaced, repaired damage to the rubber surface in the playpark, repaired the hole in the tarmac as you come off the road and the one as you enter the car park. We redecorated the main hall, improved the lighting with LED spots in the ceiling and restored the loop system to working order. We replaced old or defective switches and sockets in the hall. We had the ramps at the back of the hall rebuilt and installed an access ladder to the Oak Room attic. We have also installed a new hardwood picnic table in the playpark. We have replaced the water heater in the gents loo which was not working and the hand dryer in the Oak Room ladies loo. I have also replaced the defective doorgard (on the kitchen door) and the batteries on the one on the Oak Room connecting door. All this work has, I imagine, consumed quite a substantial amount of the cash reserves we have built up. The treasurer will no doubt expand on this.

### ***Further planned work***

Nurse Electrics have disconnected the supply to the wooden telegraph pole in the car park. When the car park is less busy I will remove the pole.

Andrew Simmonds is going to replace the roofing sheets on the old shed.

And finally I have booked McKay flooring to sand and reseal the wood floor in the main hall. They will start early on Monday 24<sup>th</sup> October so the floor should be usable by Friday 28<sup>th</sup>

### ***Drains***

I am sure you will all be interested to learn that the drains were backed up again last week. The problem was in the main sewer and Thames Water were very prompt in clearing it at no cost to the hall.

### ***Wasps Nests***

There were a few wasps nests in the eaves on the front and West side of the hall.

Although in general wasps will not trouble you if you don't threaten their nest I have dosed the sites with wasp killer and I think the wasps are mostly gone.

### ***Kitchen Window***

We have replaced the kitchen window glass. I imagine it was broken when someone accelerated hard on the gravel.

### ***Change of Name***

It appears that the name change has now taken place and our official name is now "Bucklebury Memorial Hall".

### ***Future maintenance.***

As you may know I have suggested that it would be better for everyone concerned if the Tennis Club had a dedicated loo that they could access even if the hall is in use. Although the current system works when Pre School are in the hall it is not ideal when other people hire the hall. Ladies, understandably, don't want to go into the gents via the side door when it may be in use, and since most hall users leave the front door open it is not

unusual for Tennis Club members and others to come in through the front door. My initial idea was to use part of the skittles shed, but I am now thinking that we could use part of the gents loo. Since the drain is very accessible the cost would be reasonable. If you are happy I can get a price and draw up some better plans.

The original rubber surface in the playpark is not in very good condition. Either the product was too soft or it was not well laid. I think we may well have to replace some of it in a few years time. The original cost of the rubber surface was £14,400 + vat though that included the rubber matting. Some areas have not been heavily used so may last longer.

I have spoken to Andrew about putting barbed wire on the roof of the boiler house but have not moved forward on that yet. Youths climbing on our felt roofs may well cause damage. They then jump onto the pre school shed and the roof and guttering appear to have suffered from this.

The external tap on the boiler house is used to get onto the roof. As a result it is unscrewed. I wonder if it is necessary to have a tap there to water the Pre School vegetables. I assume that since the tap has been turned off inside the boiler house that water has been fetched from inside the hall so the tap is not being used.

At some stage we need to replace the plastic curtain rails in the Oak Room with more substantial metal ones.

I had hoped to get the disabled bay markings re-painted this summer but that is still outstanding.

## **Letting Secretaries Report**

Letting during the summer holiday have been good. KATS had the hall for a week for their show. WBBS had two weeks of summer school and one week of Shrek. Most of our regular keep fit and exercise classes have continued through the summer. Fitting the hall works in around all these activities has been a challenge!

Now school is back planning the diary is simpler though fitting the floor refurbishment into half term week was also quite difficult.

One lesson to be learnt from this year is that it is important to get these multi-day activities into the diary early. For instance although KATS had indicated they wanted the hall for a week by the time it was finalised I had put a party in on one of their setting up days. In the end it all worked out OK and squeezing everything in must have maximised both our income and the benefit to our users.

I will need Spring 2017 dates from everyone in the next few weeks.

## **9/16 - 4 Treasurer's Report:**

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

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

The budgeted funds available are as follows:

End of September '16            £6.7K

End of this financial year    £8.7K

Minimum balance for year    £5K

The bookings for the two halls have, up till now been going well.

MB Also said that he would like to propose a vote of thanks to MS for all work he has put

in over the past few years as chairman and maintenance man.

This was carried with acclamation.

### **9-16 - 5 Any Other Business:**

DG announced that after some 26 years on this committee with various responsibilities, he thought that it was time he resigned to make way for a younger generation to take his place. He proposed that this should take effect as from the next AGM. This would mean that a new secretary should temporarily be in place by then.

MS said that a source of second hand steel curtain tracks (as recently installed on the stage) had been established and he intended to check them out and, if suitable proceed with the purchase.

MJ speaking for the Tennis Club, said that the contractors, who resurfaced the BMX track, will pay for a wash down of the tennis courts.

He also said that it was now recommended that an audible fire alarm in the disabled toilet was not sufficient and that it must be augmented with a flashing light.

New detectors must be installed every 10 years.

He also made a plea for all involved to carry out the fire alarm tests on time (according to the agreed schedule) and to record the fact.

The risk assessment needs updating and a separate Fire Risk assessment carried out.

It was agreed that the F&GP sub committee do this and present the resulting assessments to be presented to the Management committee for approval.

BD said that the BPC considered taking over the management of the Playpark and the BMX track. This included the following items:

Mandatory inspections

Insurance

Grass cutting/ leaf collections

Emptying of litter bins

Maintenance of BMX track

Maintenance of Playpark equipment

Youth shelter

Fencing

Final costings for these items are being obtained and then the Trustees' Management Committee will be approached with a proposal on take over.

He also said that they had discovered that the insurance required a weekly inspection to be made and recorded!

*(Secretary's note)* Subsequent reading of the current insurance proved this NOT to be the case.

**9/16 - 6 Future Meetings:**

The date for the next Management Committee was fixed for:

**Wednesday November 23rd. 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. (Substitutes, who will require a copy of the minutes of the meeting, should add their email address to the attendance record)

The meeting closed at 21:30 Hrs.