

BUCKLEBURY MEMORIAL HALL

Trustees'

Management Committee Meeting

23rd November 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
Wynne Francom	Tuesday Ladies Club
Helen Relph	Mahjong Club

Apologies:

Julie Baker	Horticultural Society
John Hicks	K A T S
John Wright	Horticultural Society
John Brims	BPC

11/16 - 1 Minutes of the previous Meeting: (11/9/16)

There was one correction to be made to the date of these minutes:
This alteration was marked on the minutes, which were then signed by the chairman.

11/16 - 2 Matters Arising:

There were none.

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

Maintenance Works

The main hall floor has been sanded and sealed. As you may have heard, one of the radiators leaked while it was drying but I think there is not much of a mark from this and the floor looks much better than it has for years. Initially the dance and exercise classes complained that the floor was slippery. I have communicated with McKay (who did the work) and Junckers (the varnish supplier). McKay used Junckers High Performance lacquer which is their usual spec and say they don't have problems with it. Junckers suggest using Junckers HP sport. We think the floor will get less slippery with time. I have ordered the Junckers recommended cleaner in case that might help. But it might be worth specifying the HP Sport next time. McKay recommend putting a coat on once a year. This would certainly keep our floor looking better but would be an additional cost. I have asked for a recommendation and cost of ongoing treatment.

The contractor had a problem so started late so Hort Soc moved into the Oak Room for their AGM but I understand that worked OK.

The KATS shed now has a nice new roof. I think KATS are intending giving the shed a coat of paint so it will look much better and last for many more years.

I have removed the wooden telegraph pole

We have repaired the chimney flue that had been damaged by people climbing on the roof I have repaired the gutter and downpipe also caused by climbing

I bought a replacement time switch for the main hall fans which turned out to be faulty. But I have got the old one working. It still needs a new button as that was broken by users.

I have installed a lockable rack for the big ladder and replaced the medium ladder with a new one. I have made temporary repairs to the broken fence posts.

I have replaced all of the missing chair feet from the blue folding chairs.

I have put some metal curtain hooks on the stage curtains to replace broken plastic ones but need to get some more.

Further planned work

I have quote for work relating to the fire risk assessment. From Nurse Electrics

Emergency exit sign to the main front entrance doors	137.80
Full electrical test	537.50
Portable Appliance Testing	120.00
Oak Room outside light switch	45.00
Chair store light fitting	96.00

Flame Protect UK

Treat all the curtains with fire retardant.
£1,610.20 + vat We should probably get the window curtains cleaned first.

I have spoken to Andrew about putting barbed wire on the boiler house.

The small wooden gate to the playpark has broken hinges. I will get some more robust hinges when I have a minute.

Active Heating are going to replace the leaking isolation valve on Fri 2nd December. If time permits they will replace all 7 (they're about £2.00 each)

BMX Track

Some of the new surface has worn down already and you can see the stones underneath. I think this was because of the dry weather during and after the repair work. I will contact the contractor about this.

Ongoing Maintenance of outside play areas.

Bucklebury Parish Council are considering taking over both the financial cost and administration of the playpark and bmx track. This would remove a significant burden from this committee. Although BPC have paid for some of these costs in the past, some have been met out of hall funds, notably the £5,000 for the bmx track in 2016. This means that the users of the hall have been paying for a facility used by all. I hope we will get a proposal from BPC on this issue before our meeting.

Heath and Safety following revised Risk Assessment

I have asked Pre School if they will be responsible for the fridge. Other than Pre School items there is virtually never any food left in the fridge overnight, and any food intentionally in the fridge on weekdays in term time is always Pre School.

The risk assessment raised the issue of monitoring the temperature in the fridge. This would mean that in the event of a problem we could see if the fridge was at fault. I have a web address for a company selling temperature recorders.

<http://www.logtagrecorders.com/products/usric-4.html>.

They have several models and for about £30 these can record the temperature in the fridge at intervals over quite a long period. The fridge does however have a built in thermometer so it would also be possible for someone to record the temperature manually.

Future maintenance.

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

We had a problem in October as Pre School over-ran and St Martins was left waiting outside. I hope Pre School have now found a solution to parents not arriving on time that does not require the next user to be denied access. I didn't get any negative feedback in November so perhaps it was a one-off.

I have Spring 2017 dates from almost everyone I think I'm just missing some dates from Toddlers, Bucklebury Parish Council and Guides.

Bookings for the year to end March 2017 are

Hiretype	2016-			2015-		
	Count	Hrs	Charge	Hrs	Charge	
Parishioner	26	109	1,239	168	1,826	
NonParishion	47	205	2,583	284	3,532	
BlockBooker	852	2,538	16,574	2,240	14,660	
NonCommerci	201	518	2,661	626	3,266	
NoCharge	8	57	-	18	-	
TOTA	1,134	3,426	23,057	3,336	23,284	

Bear in mind that not all Spring 2017 bookings are in the diary.

Parishioner & non Parishioner bookings in particular tend to be done a month before the date so I imagine we will be at last years level.

Block-bookers benefited from Mark Kinder's bodybuilding sessions which started in 2016 and also because WBBS ran several holiday workshops in 2016-7.

Non commercial bookings appear to be down but once Toddlers, BPC and guides give me their 2017 dates that total should be closer to last year. KATS have not used the hall quite so much in 2016-7.

11/16 - 4 Treasurer's Report:

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

MB went through highlighted some items.

The budgeted funds available are as follows:

End of November '16 £6.6K

End of this financial year £5.3K

We aim for a minimum balance for each year of- £5K

MB also said that he was pleased that we had received a bequest of £5000 from the will of John Vincent recently deceased.

Sec's note: John was our secretary for a number of years at the end of the last century.

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.

MJ added that we should record all maintenance items that have not been contracted out.

11/16 - 5 Risk Assessments:

MJ said that we should be aware that H&S responsibility now rests with the Trustees. He, therefore considered that a review was necessary. The detailed assessments have been circulated and all recommendations have been noted and are being actioned. As for the requirement for flashing light fire warnings in the disabled toilets and audible alarms, it was considered that deaf only people would not necessarily use the disabled toilets in preference to the normal facilities.

It should therefore be the responsibility of users to establish that ALL toilets are free of users on evacuation.

MS said that with reference to the cleaning of curtains, the need for a fire proofing certificate ruled out the use of any but the larger contractors who could supply such a thing.

11/16 - 6 Play Park & BMX Track

Maintenance & Insurance:

BD said that the B P C proposals are to be confirmed at the January 2017, meeting of the Parish Council so that they could be agreed and signed by the following BMH Trustees Management meeting I February 2017.

MS said that BD should be aware that BPC are the 'Holding Trustees' for the Hall and surrounding lands and that legal advice is needed. BD agreed, noting that the clerk to the council, Helen Pratt, is also taking advice on behalf of BPC.

It was noted that a possible simple solution would be for BMH to 'let' the grounds for the Play Park & the BMX Track to BPC in the manner that it 'lets' the tennis court grounds to the BTC.

11/16 - 7 Any Other Business:

HR said that the History Group would like a storage facility for their archives.

MS responded by saying that now a new access ladder had been installed for access to the Oak Room Attic storage area, the group could store their archives up there. The removable ladder is Attached to the trap door in the lobby and the long operating handle is stored behind the radiator in the adjacent kitchen area.

JS said that as MS was having an operation in early January '17, he would not be able to carry out any general maintenance work for one or two months afterwards.

The meeting wished him a speedy recovery.

9/16 - 6 Future Meetings:

The date for the next Management Committee was fixed for:

Wednesday February 22nd. 2017 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 19:45Hrs.