

BUCKLEBURY MEMORIAL HALL

Trustees'

Management Committee Meeting

22nd February 2017

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 |
| Helen Relph | Mahjong Club |
| Julie Baker | Horticultural Society |
| John Brims | B P C |

Apologies:

| | |
|---------------|-------|
| Wynne Francum | T L C |
|---------------|-------|

2/17 - 1 Minutes of the previous Meeting: (23/11/17)

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.

2/17 - 2 Matters Arising:

HR said that now the guides have moved their sessions to the Victory Rooms, could the Mahjong group have the use of their cupboard in the store room. This was agreed.

2/17 - 3

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

MS reported as follows:

Maintenance Works

Nurse Electrics have carried out the full electrical test. They were unable to test sockets or other items in the Pre School stores or the Pre School shed. I have not yet received

their report.

Nurse have also:

- Installed an emergency exit sign over the Hall main door.

- Replaced the switch on the outside light in the Oak Room so it should be easier not to leave it on all day.

- Replaced the light fitting in the chair store.

They have not yet PAT tested any equipment. When I know when they can do this I will let users know so they can test any of your equipment too.

Andrew Simmonds has unfortunately had an injury preventing him from carrying out the planned work. I am hoping that over the next month he will:

- Rehang the wooden gate to the Playpark

- Replace the broken fence posts

- Replace one broken slab in front of the Oak Room

- Install barbed wire on the boiler house.

I have also asked him to look at the Playpark slide roofs and give us a quote to replace these with something that will last rather longer. I am surprised by the poor quality of the materials and workmanship in the Playpark. I would definitely not recommend using Playground Services for any future work.

Red Box have inspected the fire extinguishers. Current regulations require water extinguishers to be sited with the handle about 1 metre from the ground. I have moved them all down. This does mean, however, that **leaving a small table by the windows is not acceptable** as it would restrict access to the extinguisher.

I have replaced the batteries to the Dorgard in the hall corridor. Can I remind all users that it is **not allowed by law to prop open a fire door**. It may be inconvenient to have the doors shut but that does not mean you can prop them open. Propping fire doors open along with blocking fire exits or restricting access to extinguishers are serious issues.

I have also installed mirrors in all three toilets in the Oak Room. Users have complained about this for some time.

The Hall main door needs adjusting so currently does not always close by itself. I hope to have a look at that sometime but in the meantime have asked Pre School in particular and all users to make sure the door is shut when they leave.

I have not yet arranged for fireproofing of the curtains. I think this will now be a summer job.

In terms of future work I would like to look at refurbishing the toilets in the main hall.

Rangers have reported a non functioning tap in the Oak Room kitchen and although I have been unable to reproduce the problem this tap may need replacing.

[Not in the emailed report] Active Heating have replaced the isolation valves as agreed.

Play Park and BMX track

As you know we, BMH, have been discussing with BPC the responsibility for maintenance of the outside play areas. BMH felt that, since we receive no income for these areas and they are used by the general public, maintenance should be funded by BPC. BPC agreed in 2011 to fund insurance for these facilities and have funded some maintenance costs, though we have paid £5,000 to refurbish the BMX track. We now appear to have an agreement, in principle, to sign a lease with BPC transferring responsibility for these outside areas to BPC. In addition to removing a potential cost

from BMH this transfer should substantially reduce the cost to the community. BPC believe their insurance policy will cover both the Playpark and BMX track. This could therefore save the premium paid by BMH last year of £1,300. In addition the VAT registered status of BPC means VAT can be deducted from any maintenance costs. There are a few items in the BPC proposal that may need discussing, but subject to trustees satisfying themselves on these points, I recommend trustees vote in favour of the transfer.

I note that BPC have said they will continue to support Hall projects in the future. This is good news. BPC have supported the Hall with grants almost every year for very many years. During that time we have transformed the hall. The new roof, double glazing and many other improvements have been made possible thanks to these grants. There are still improvements to be made and it is good that BPC will use part of the precept to enable these.

Trustees

As I am sure you all know Dennis Gower is retiring as secretary at the end of March. I am going into hospital on March 22nd and will be more or less out of, at least any physical, action for several months.

The job of secretary is essential. We meet 4 times a year, and need minutes taken so everyone is aware of what was discussed. We need up to date lists of users and trustees and some general administrative work.

As you may be less aware, in the (somewhat distant) past both the lettings secretary and treasurer had an honorarium. None of your current trustees or officers receive any honoraria for their work.

I am concerned that having volunteers looking after the hall may not be sustainable in the long term.

The job of lettings secretary is crucial in ensuring the hall is fully utilised thus giving maximum benefit to the community and allowing our charges to be very low. Compared to the lettings in 2005 we have double the number of bookings creating considerable administration but also requiring care to ensure there are no clashes or conflicts. The online diary makes it easy for users to make a booking and contributes to our high occupation rate. But this requires significant effort to maintain.

We have in the past discussed the idea of a caretaker. But it is difficult to see how a job description could be devised and a pay structure developed that would ensure action when something needs to be done but did not pay during periods when everything went smoothly. It is simple enough to request a quote from a professional builder like Andrew to repair a fence. But what about things like replacing the batteries in the Dorgards, ordering sanitary supplies, changing a light bulb, putting in a screw or putting plastic caps on the chairs.

Many halls have a caretaker who opens and shuts the hall between uses. This would result in additional charges for users who would no longer be able to come in or leave other than at the appointed time. It would also ensure the hall was properly cleaned after each use.

I am also conscious that when David Bearman was working on the Oak Room some users got him to do things they wanted for their group that were not necessarily in the interest of the Hall.

I would not be surprised if adding the cost of a professional caretaker and lettings secretary to our expenses could well require hire rates to increase by 20% or more. If the hall users want hire rates to remain where they are users need to participate in running the hall. Coming to meetings (or in many cases not coming) and expecting everything to be done is not a long term option. I am in particular shocked that no user group has so far put someone forward to be our secretary. There are 6 days before Dennis ceases to be our secretary.

BD said that on reading our constitution in detail he noted that we are allowed to pay an honorarium to the individual officers of the charity.

DG said that with one possible exception, this had not been the case during his time on the Management Committee.

In the discussion following it was suggested that the post of Minutes Secretary could be combined with that of the Letting Secretary or, alternatively, with that of a caretaker. Neither of these were considered to be viable options in the current circumstances; particularly in the latter case as this could involve producing a job description and an employment contract.

BD said that we should let it be known that, for a volunteer secretary, an honorarium would be a possibility.

MJ said that all groups should be asked to actively seek a volunteer secretary..

JS said that if we had to employ someone, even on a casual basis; all our rates would have to rise.

MS suggested that a discount could be given to regulars who provide a reliable voluntary service to help the committee.

With regard to maintenance MS said he would speak to Andrew Simmons about providing a service for a retainer.

Letting Secretaries Report:

Letting Secretary's Report

| | 2016-7 | | | 2015-6 | |
|----------------|--------------|--------------|---------------|--------------|---------------|
| Hiretype | Count | Hrs | Charge | Hrs2016 | Charge2016 |
| Parishioner | 29 | 120 | 1,424 | 168 | 1,826 |
| NonParishioner | 74 | 267 | 3,437 | 284 | 3,532 |
| BlockBooker | 879 | 2,566 | 16,754 | 2,240 | 14,660 |
| NonCommercial | 215 | 553 | 2,898 | 626 | 3,266 |
| NoCharge | 11 | 61 | - | 18 | - |
| | 1,208 | 3,567 | 24,512 | 3,336 | 23,284 |

I have about £1,500 more bookings in the diary for 2016-7 than I had in November. So the year is now showing an increase both in hours booked and value compared to last year. We do have fewer casual bookings but this is more than offset by extra block bookings. Mark Kinder accounts for most of this but WBBS ran an Easter course and two weeks of Summer School which accounts for most of the rest. Non commercial bookings will be down in 2017-8 as Guides have moved to the Victory Rooms. This does however

mean that we are back to having Friday evenings free which will save me a lot of headaches and allow Hort Soc and others to use the Hall on a Friday.

I have, this year, noted whether cheques banked relate to 2015-6, 2016-7 or indeed 2017-8. It should therefore be relatively simple to reconcile the treasurer's cash received figure with mine. Once we have the accounts for this year I will attempt to do this.

I just noticed that, so far, I have only had one cheque in respect of 2017-8. Casual users book later and pay later than they used to.

Cash continues to be a minor irritation. I can pay cheques in at a post office but with cash I either take the cash and back the money from my account (not ideal but probably OK for the odd small amount) or take the paying in book into Newbury. I suspect that we may in the end have to take electronic payments. Holiday lettings agencies do so and have a system allowing them to refund the indemnity deposit but that would substantially increase the work of paying in cash. Having just read the PayPal documentation for this I can see it would not work at all well in our case. Furthermore with many casual hires for the same amount identifying who has paid would also become harder. Sticking with cheques is the easiest solution as long as it is possible..

A discussion followed this report about the post of Secretary which will shortly become vacant. Since no volunteers have come forward to fill the post of Secretary (or just a minutes sec.) we should make it known that under our constitution an honorarium could be granted for any of the Officers - Chairman, Treasurer or Secretary; currently none claim this.

BD suggested that we should combine the Letting Secretary and the Secretary as one post. A job description would be required if this was to be a paid post (? a zero hours contract?).

It was decided that we should continue advertising for a volunteer, making known the possibility of an honorarium.

MS proposed that a discount be given to any group which guarantees a voluntary Secretary.

2/17 - 4 Treasurer's Report:

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

MB said that when the outstanding bills have been paid

The budgeted funds available are as follows:

End of this financial year (Approx) £7K

The required Minimum balance for year £5K

2/17 - 5 Play Park & BMX Track:

The draft version of the proposal for BPC to take full control of the Play Park and B M X Track was tabled.

BD queried the play park Assets, saying that BPC should have full control of all assets assigned to these 'Outside Facilities' for the duration of the lease. This was agreed.

MB agreed to list all assets in the draft proposal. Adding that if BPC terminates the lease all new equipment could be retained by BPC or assigned to BMH.

MB agreed to refresh the draft lease agreement for acceptance; to include that it be a long

lease (50 years) with an annual review and to forward the document to the BPC Responsible sub group for approval.

Following this it was unanimously agreed that the BMH f&GP sub committee be empowered to take all reciprocal decisions on behalf of the BMH Management Committee.

BD said that he agreed the defined fence line responsibilities and MS said that shortly, with voluntary help, he would attempt to repair the shelter roof.

BD added that if BMH feel the need to request BPC for a maintenance grant for specified items, they would be prepared to consider this..

(See attached Draft Proposal)

2/17 - 6 A O B

JB Requested that some cups and saucers be supplied for the Oak Room?

This was agreed..

AW said that at the next meeting they would like to propose that the Pre School be permitted some agreed signage.and would put forward their proposal for consideration.

2/17 - 7 Next Meeting:

The next meeting will be the A G M

The A G M will be held in the **Committee Room** on **10th May 2017** at **19:45 Hrs**

There will also be an F & G P meeting in the Oak Room at 11:00 on Monday March 6th 2017

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.

(BMH Minutes M'm't2017-2-22 Feb'17)