

# BUCKLEBURY MEMORIAL HALL

## Management Committee

### A G M

18th. May 2009

**Present :**

Mike Scholl - Chairman

Brian Mason - Treasurer

Jeremy Brooke                      Hall Improvement Committee

Mike James                          Tennis Club

Harry Hind                          B. P. C.

Jane Scholl                          W B B S

Angela Morris                      Pre-School

Helen McGowan                  Pre-School

Dennis Gower                      - Secretary

.

**Apologies:**

Julie Baker (Hort. Soc.), Sarah Beeson (Toddlers)

**Welcome:**

The chairman welcomed all comers to this the 48th. AGM of Bucklebury Memorial Hall Management Committee and whilst deploring the small attendance by the Parishioners, declared that since a quorum was present the meeting would proceed.

The purpose of the meeting is to receive the reports of the officers of the 2008/2009 committee and to accept the resignation of all committee members.

The meeting must then elect up to six independent members for the Management Committee (that is not representing any 'Schedule 2' organisations) and to accept the nomination of a member from each of the current 'Schedule 2' organisations to form the 2009/2010 Management Committee. These persons, forming the 2008/9 management committee will, jointly and severally, be 'Charity Trustees' for the hall on behalf of the Parishioners of Bucklebury who jointly own the hall. The Parish Council acting as 'Holding Trustees' on their behalf. (The Charity Trustees are jointly and severally responsible to the Charity Commissioners for the proper dispersal of the charity's funds and the efficient running of the hall and grounds in accordance with the revised constitution as approved by the Charity Commissioners on the 9th. December 1997)

At the first meeting of this committee it shall elect the officers and members of subcommittees, co-opting additional members if necessary. All in accordance with the constitution as set out in the 1950 conveyance of the land to the parishioners and as amended by the Charity Commissioners. In the interim the present officers will remain in post on a 'caretaker basis'.

This is the procedure that has been followed in past years and with your agreement I propose that we follow it this year.

There being no dissent the business of the meeting continued.

**Minutes of the 2008 A G M:**

These had been circulated to all interested parties and a copy was made available for those present.

A motion to accept the minutes was proposed by Mike James and seconded by Brian Mason. The proposal was passed unanimously and the chairman signed the minutes.

**Matters Arising:**

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

**Chairman's Report:**

We have had a good year as regards the usage of the Hall, to the extent that it is now almost impossible for casual bookers to get in during the school terms. During the year we have been involved in an amazing amount of activity. The new annex is nearing completion and thanks to JB, chairman of the joint BPC/BMH Improvements Committee, we have raised £233K to fund this and other necessary alterations and improvements to the present hall. These include the new heating system and the rear exit from the hall to the play area. We now anticipate renewed village participation in additional functions in the new 'Oak Room'; which will be opened by Richard Benyon MP on June 12th.

**Treasurers Report:**

The receipts and payments Accounts for the year ending 31st. March 2008 were circulated to those present. The treasurer said that the accounts had been examined and approved in accordance with the procedures laid down by the Charity Commissioners. The accounts are attached.

BM said that local events in the hall and local donations have raised the Hall Improvement fund by around £20K. Some moneys are also held for the New Play park fund. Because of the haste required to write the application for the Pre-School grant for kitchen improvements there were inevitably more overruns than originally anticipated. These have now all been cleared.

The BPC grant is shown as lower this year; but this is because BPC undertook some work on our behalf which does not show on our books.

BM commented that running costs were rising above inflation and that in the last four years heating and lighting costs had risen by 65%! The cost of rubbish collection is due to rise again in the coming year. It has been found necessary to have a weekly collection, rather than every two weeks, BM asked users to take home as much of their rubbish as they reasonably could and in particular to not put card board boxes in the bin as they took up too much space.

With regard to the Annex kitchen, this will have only basic equipment.

Repairs and replacements for the existing hall are down this year and money was being saved for a possible shortfall of funds for the annex. This has now proved not to be necessary and some improvements to the hall are being planned from the anticipated surplus these include renewal of the entrance doors and redecoration of the hall as well as improved car park lighting. Provision is also being made to support the play park funding.

In response to question BM said that the annual BPC grant was at the discretion of the Parish Council but they have always maintained that it was in the interests of the Parish to ensure that both village halls remained viable.

The acceptance of the treasurers report was proposed by MJ and seconded by HH and was passed nem. com..

### **Letting Secretary's Report:**

MS said that the income is up by more than the percentage increase in fees. Schedule 2 users have increased their use of the hall and casual bookings are also up. It is anticipated that there will be an increased income in future years with the letting of the annexe facilities.

HH pointed out that the lettings income plus the grants received was, year by year, balanced by our total expenditure over the year on maintenance and running costs. MS said that being an almost entirely voluntary management we are cheaper than most neighbouring halls and as a charity we are fulfilling our charitable duties.

I would like to thank Sue Smith, he said, who is another unsung hero of the hall, keeping the key and handing it out very efficiently whenever it is needed.

Lastly, let me say that I am, as you probably know, the *Temporary Lettings Secretary* and would be happy to relinquish this role if anyone comes forward to take it on.

### **Elections and Nominations for the 2009/2010 Management Committee:**

The chairman asked the meeting to accept the resignation of the present committee and listed those who were prepared to stand as Independent Members of the new committee, they are:

Harry Hind, Mike Scholl, Dennis Gower and Brian Mason.

The acting chairman asked, as there were two vacancies, if there were any more nominations from the floor. There were none.

Mike James proposed that the four already named be elected, this was seconded by Jane Scholl and passed unanimously.

The chairman then read out from the list of 'schedule 2' organisations asking for the names of their representatives to act as committee members and Charity Trustees for the Memorial Hall following the requirements of the Charity Commissioners; it was assumed that there would be no change in representation for those organisations not present at the meeting.

Horticultural Society  
Tennis Club  
St. Martin's Club

Julia Baker  
Mike James  
Ron Mather

Brownies	Ros Durham
Toddlers	Sarah Beeson
West Berks. Ballet School	Jane Scholl
Pre-school	Helen McGowan
KATS	T B A

The Bucklebury Parish Council Representative would remain as: Harry Hind  
Any alterations to the above list by those organisations not present at this meeting to be notified as soon as possible.

The chairman emphasised that the above were *Charity Trustees* and, as such, responsible to the *Charity Commissioners* for the correct, lawful and efficient running of the Hall and the disbursement of funds raised. Under the new legislation they now have a specific duty to ensure that all the Health and Safety requirements are met and that each hirer nominates a responsible person to take on this duty during the period of hire

The first meeting of the 2009/2010 Management Committee was fixed for Thursday July 9th

Secretary's Note: This has now been revised to :- **Monday July 6th. 2009**

This meeting would also act as the 4th. AGM of the Bucklebury Memorial Education and Recreation Society.

#### **Progress Report on the Hall Annexe:**

JB said that good progress had been made since the last AGM. The Annex was due for completion in time for the European Parliament elections to take place in the new 'Oak Room'. The formal opening is set for 12 June when Richard Benyon will formally declare it open. He will also present the winners who chose the name for the extension with their prize bottles of champagne.

He said it had been encouraging to receive so many grants and donations from parishioners, hall users and other local organisations.

#### **A O B:**

BM said that in the past we had subscribed to the CCB for a small annual fee. The CCB central government funding had now been withdrawn and the annual subscription raised to £150. We have in the past received good practical help and advice particularly in the area of fund raising and he thought that we should continue to subscribe. This was agreed with no abstentions.

AM raised the four requests for Pre-School requirements which they were prepared to fund but required the Management Committee's approval before proceeding with an application for a grant. (see attached detailed list)

1) AM explained that because of OFSTED changes to the rules 'free flow' play was now to be encouraged. This means that the children must be free to play inside or outside as the whim takes them. Thus an awning outside to provide shade or shelter would be desirable. In discussion it was agreed that there was no objection to fixing the awning to

the building providing professional advice was sort. It was not thought that the shed would be strong enough for the purpose. Full responsibility would, of course, have to be taken by the Pre-School for any structural damage caused by the fitting of the awning or any subsequent collapse.

2) As regards the raising of the height of the fencing; this was accepted in principle, any fence to be rustic and unobtrusive.

3) No objections were raised concerning the installation of electric light to the shed or the proposal to reroof and paint the walls.

4) There were no objections in principle to the play ground markings.

**Next meeting of the 2009/2010 Management Committee:**

It was agreed that the meeting to elect the officers and subcommittees would be held in this committee room on :-

Thursday July 9th at 7:30 p.m.

Please note that this date has now been set for: **Monday July 6th. at 7:30 p.m.**

The BMEARS A G M will be held at the same time and in the same place.

.Signed: \_\_\_\_\_

Chairman

Date: \_\_\_\_\_