

BUCKLEBURY MEMORIAL HALL

Management Committee

A G M

11th. May 2010

Present :

Mike Scholl	- Chairman	
Brian Mason	- Treasurer	
Mike James		Tennis Club
Harry Hind		B. P. C.
Jane Scholl		W B B S
Julia Baker		B & M Horticultural Society
Derek Wiggins		Pre-School
Claire Powers		Bucklebury Guides
Olivia Brown		Bucklebury Brownies
Dennis Gower	- Secretary	

Apologies:

Wynne Frankum, Anthony Gilbert, Pat Hind, Carol Gower, Helen McGowan. .

Welcome:

The chairman opened the meeting by welcoming all comers to this the 49th. AGM of Bucklebury Memorial Hall Management Committee and 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 2009/2010 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 2010/2011 Management Committee. These persons, forming the 2010/11 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' Scheme 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 Jane Scholl. 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:

- The Oak Room was completed nearly a year ago. This was a tremendous achievement and we all owe a debt of gratitude to Jeremy Brooke for making it happen. Although I am a little disappointed that the room is not yet fully occupied., we need to look at the plus side: thanks to the Oak Room we now have three completely organisations using the hall who are offering activities to our parishioners. In September we are hoping to have two new groups starting up. And, of course, the Oak Room had been used for some parishioner parties and has allowed some of the groups who have used the hall to expand into the new facility. The Pre School store has also meant that, for the first time for some years, Pre School have been able to put all their equipment away every day without having to crawl under the stage.
- The Playpark was also finished late in 2009, and has proved a success with small children. We are grateful to the playpark sub-committee for all their work in bringing this project to fruition.
- The new fence has improved security for the Pre School children and will permit, on occasion, for the tarmac area to be used as an overflow carpark.
- We have also made improvements to the Hall itself: The new glass doors are much more attractive than the old and are much better at keeping the heat in. The new Hall access doors, the resurfaced floor, the lights in the alcove and the serving hatches have all helped to make the hall a better place for all the activities that go on here. As you know, this work is not quite finished and we should soon have new skirting in the Hall, and we will replace the old slabs at the front of the Hall.
- The year has not, however, been entirely without maintenance issues despite the many renewals that have been done. A heating system joint came undone in January which left us without heating for a short time. The heating still seems to be giving some minor problems and has not been working in the Oak Room since the day of the election. (I don't know if that timing was an omen) but I think we can leave it until half term as, in theory, we are now in the hot season. I have asked the heating engineers to move the control box into the Hall. My intention being to cover it with a box, but allow users access to the advance and boost buttons. This will mean that users will be able, in effect, to turn the heating on or off if they are too cold or hot without affecting the settings for the following day. We have also had a number of drain blockages, and I take this opportunity to remind users that only toilet paper should go down the pan. Wet wipes and other item should go in the bins.
- Can I also remind users that they are expected to leave the hall clean when they leave. The floor must be swept if there is dirt or food residue on it and any spills must be cleaned with a mop and bucket. Pam and Peter Breakspear clean the floor on Sundays, so any party mess is dealt with by them but during the week we need to keep it clean ourselves.
- We have had some small problems with the playpark, the surface under the basket swing needs relaying and the tube slide may need modification but these are in hand.
- We have also continued to have problems with vandalism. I think the change are these large groups of young people drinking in the playpark. I am hoping the police will patrol more regularly and stop this.

Treasurers Report:

The receipts and payments Accounts for the year ending 31st. March 2010 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.

From a financial point of view it has been another satisfactory year. Income from lettings is up by £1700, this of course being at least in part due to income from the Oak Room in the period from September 2009 to March 2010. Further contributions were also received towards the new Play Park (~£11K) and the Hall Improvement Fund.

The major item of expenditure was the payment of £36,000 towards the construction of the Oak Room. Expenditure on electricity was down, primarily because it was no longer necessary to use electrical heating and only a small amount of oil was purchased since there was a remainder from the previous year (£1100 has been spent in the current FY). The increase in the cost of refuse collection was a result of increasing the collection of the large container to every week during the second half of the period. Water and sewage costs have halved mainly due to an overcharge in the previous year and previous repair of an underground

leak. Currently we are in about £200 credit with Thames Water. Repairs and Replacement was in line with the previous year and covered a range of tasks but no single major expenditure. The installation of CCTV incurred an expenditure of almost £3000. The increased cost of insurance resulted from the inclusion of the Oak Room and the new Play Park equipment.

The Parish Council still holds funds for the improvement of the Hall facilities but I am not in possession of the precise amount. However, it is anticipated that after clearing invoices for work on the entrance hall, the renovation of the hall floor there will remain between £10K and £15K.

The acceptance of the treasurers report was proposed by MJ and seconded by DW and was passed Nem. Com..

Letting Secretary's Report:

I have done some analysis of the bookings in 2009-10

2008-9	Dow	Hours	Total £
Hall+Ctee Room and Hall and Ctee Room	1	145	949
Hall+Ctee Room and Hall and Ctee Room	2	499	2,490
Hall+Ctee Room and Hall and Ctee Room	3	430	2,348
Hall+Ctee Room and Hall and Ctee Room	4	417	2,246
Hall+Ctee Room and Hall and Ctee Room	5	463	2,418
Hall+Ctee Room and Hall and Ctee Room	6	258	1,201
Hall+Ctee Room and Hall and Ctee Room	7	325	2,473
		2537	14,125
2009-10	Dow	Hours	Total £
Hall+Ctee Room and Hall and Ctee Room	1	95	649
Hall+Ctee Room and Hall and Ctee Room	2	529	2634
Hall+Ctee Room and Hall and Ctee Room	3	487	2629
Hall+Ctee Room and Hall and Ctee Room	4	408	2232
Hall+Ctee Room and Hall and Ctee Room	5	480	2532
Hall+Ctee Room and Hall and Ctee Room	6	242	1170
Hall+Ctee Room and Hall and Ctee Room	7	363	2182
		2604	14,028

I added up the income per day for each day of the week. The results are quite interesting.

Mondays, Tuesdays and Thursdays have the highest income because the Hall and Committee room are fully occupied during term time

Wednesdays are pretty similar.

Fridays generate half the income of the other weekdays. This is because we let the Hall for only 2 hours to Toddlers and it is not let during the rest of the day.

Saturdays are a bit less than weekdays. The Hall is rarely let in both the evening and afternoon.

Sundays is our least busy day with just a few childrens parties and Hort Soc shows.

We had 29 Parishioner lets in the year and 34 non parishioner lets.

Elections and Nominations for the 2010/2011 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.

M J proposed that the four already named be elected, this was seconded by DW 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	Julia Baker
Tennis Club	Mike James
St. Martin's Club	Ron Mather
Brownies	Olivia Brown
Toddlers	Sarah Beeson
West Berks. Ballet School	Jane Scholl
Pre-school	Derek Wiggins
Guides	Clare Powers
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

Further information can be found on the Charity Commission's web site or on application to our Chairman.

The first meeting of the 2010/2011 Management Committee was fixed for :

Monday July 5th at 19:30 in the Committee Room.

This meeting would also act as the 5th. AGM of the Bucklebury Memorial Education and Recreation Society.

A O B:

In response to concerns from the floor as to the rough finish to the new fence around the tarmac play area, DW agreed to contact the fencing contractor with regard to the materials used and the unsatisfactory finish.

.Signed: _____

Chairman Date: _____