

BUCKLEBURY MEMORIAL HALL

Trustee's Management Committee

A G M

24th. May 2011

Present :

Mike Scholl	- Chairman	
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
Dennis Gower	- Secretary	

Apologies:

Brian Mason - Treasurer, John Brimms, Ron Mather, Cara Shearn. .

Welcome:

The chairman opened the meeting by welcoming all comers to this the 50th. AGM of Bucklebury Memorial Hall Trustee's 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 2010/2011 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 2011/2012 Trustee's Management Committee. These persons, forming the 2011/12 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 2010 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:

- Usage of the Oak Room has continued to grow. We currently have about 12 sessions per week.

- We have continued to make improvements to the fabric of the Hall.

Replacing the doors in the entrance Hall

Re-polishing the floor.

Moving the heating controls

Putting in new toilet roll holders.

Renewing the paved area in front of the Hall.

- The improvement committee has finalised plans for the new BMX track and youth shelter. Work on this will be starting in a couple of weeks. Thanks are due to Jeremy Brooke and Brian Mason who have done most of the work in consulting with local youth, agreeing a plan and raising all of the money
- The installation of exterior lights is imminent, as is the installation of lighting bars to enable the stage to be lit for shows.
- We have some outline plans to build a store room to house the chairs, tables and cupboards currently in the Committee Room. This will turn the Committee Room into a much more pleasant space for meetings and will enable, finally, guides to have some storage space.

Treasurers Report:

The Annual Accounts (Attached) for the year 1 April 2010 to 31 March 2011 show a very healthy balance at the end of the year. This is in part due to donations and grants of £13,000 which we have received towards the construction of a BMX track and 'teen shelter on the old football pitch (work is due to commence on 6 June). A planned extension to the Committee Room and other work will considerably reduce the available funds during 2011/12.

Income from letting of the Hall and Oak Room increased by about 13% or over £2150. This represents additional lettings of about 400 hours. A grant of £2500 was also received from Bucklebury Parish Council towards some of the work indicated below.

Expenditure on council tax, electricity, telephone, gardening and cleaning all saw modest increases while those for heating oil and refuse collection increased more significantly. The lower cost for water and sewerage resulted from an overpayment in the previous year. Improvements undertaken in the previous few years have proven their worth and resulted in fewer repairs and replacements and therefore this area of expenditure was considerably reduced in 2010/11. Another lower cost was that for insurance - by looking at the market equivalent insurance was obtained for about £850 less. Major cost items were a new floor cleaner (£600), 'Doorguards' for improved fire safety (£500), and a new front path to the West of the main Hall door (£1200).

In the coming year we can almost certainly look forward to increased energy costs and as already mentioned a major cost will be the proposed extension and refurbishment of the Committee Room. However, I believe we are currently in a good financial state.

The adoption of this report was proposed by Jane Scholl and seconded by Julie Baker. This was unanimously agreed.

Letting Secretary's Report:

As you can see from the Treasurers report we have continued to have more hours booked in both the Oak Room and the Main Hall .The main Hall is pretty nearly at full capacity. Of course there are weekend days without a booking but they are few and it does become increasingly difficult to find spaces for parties as the diary fills. Friday daytime is our most empty period in the week. I have mentioned this to Pre School who are looking at the possibility of running a Friday afternoon session. 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 children's 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. Wynne Francum, for the BPC said that John Brimms would be joining Harry Hind as an additional member for the Parish Council.

Mike James proposed that these five, as named, be elected, this was seconded by Derek Wiggins 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 organizations 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 Representatives would be: Harry Hind & John Brimms.

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 2011/2012 Management Committee was fixed for :

Monday June 20th at 20:00 in the Committee Room.

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

A O B:

Dennis Gower raised the subject of the continuation of The Bucklebury Memorial Education & Recreation Society in view of the recent formation of Parish Events Committee. Wynne Francum, for the Events Committee, said that a suitable solution would be for the Events Committee to take over BMEARS and alter the constitution to suit. This proposal will be put before the BMEARS AGM on June 20th.

Derek Wiggins, for Pre-School, said that they had been discussing requesting the fitting of a dish washer in the kitchen. Pre-School proposed that they would purchase the Washer; but would ask the Hall to fit it. This was agreed in principle; but details of the usage by Pre-School and others were left to be discussed later.

Claire Powers, for the guides asked when they could expect some storage space. The provision of a cupboard and it's siting were discussed at length. CP emphasised the urgency of her request and it was agreed that a cupboard would be purchased and temporarily sited on one side of the stage area.

Wynne Francum asked that a large teapot be supplied for the Oak Room kitchenette. She also asked about the supply of washing up fluid and cloths etc. It was considered uneconomic to supply the latter as they would not remain in the kitchen for long, sad though this may be!

.Signed: _____

Chairman

Date:_____