

# **BUCKLEBURY MEMORIAL HALL**

## **Trustee's Management Committee**

### **A G M**

**7th. May 2013**

**Present :**

Mike Scholl - Chairman & Letting Secretary  
Brian Mason - Treasurer  
Mike James Tennis Club  
Jane Scholl W B B S  
Julia Baker B & M Horticultural Society  
Derek Wiggins Pre-School  
Alan Dunkerton Parishioner.  
Ruth Tolchard Brownies  
John Brims B.P.C.  
Ron Mather St. Martin's Club  
Dennis Gower - Secretary

**Apologies:**

John Hicks - K.A.T.S., Garry Morgan - Parishioner

**Welcome:**

MS opened the meeting as follows:-

"I would like to welcome all comers to this the 52nd. AGM of Bucklebury Memorial Hall Trustee's Management Committee and declare that since a quorum is present the meeting can proceed.

The purpose of the meeting is to receive the reports of the officers of the 2012/2013 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 2013/2014 Trustee's Management Committee. These persons, forming the 2013/14 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 of the Management Committee 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.

On receiving a comment from the floor it was agreed that this preamble should be omitted from future A G M minutes."

### **Minutes of the 2012 A G M:**

These had been circulated to all interested parties and a copy was made available for those present. It was noted that the wrong date was in the heading to the minutes, this was amended.

A motion to accept the amended 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:**

MS then delivered the following report:-

As I will report in the letting secretary's report, the Hall continues to be very well used. The number of hours that the hall is used does, I think, indicate that we are fulfilling our role as trustees.

But we have also continued to make changes to the Hall itself, most notably the construction of our new store room. This will enable the committee room, once it is refurbished, to become usable as a committee room once again.

The work on the committee room will be done during the summer of 2013. So I take this opportunity to remind those users who have storage space in the committee room that all cupboards need to be emptied before the end of the summer term. This includes the toddlers and pre school wooden cupboard. In addition to our store room Pre School have obtained funding to replace the large wooden shed and the new building should be finished in the next few days.

The remaining wooden shed will now be allocated to KATS. Given that the original large shed was built by the Bucklebury Players it seems appropriate that KATS take over the small shed even if it does need a bit of tlc.

After some difficulties with cleaners I am pleased to report that the current cleaning arrangement seems to be working to the satisfaction of all.

We organised a successful performance of Alice by the Gobo Theatre Company in November.

We have installed internet access via WiFi. Access requires users to log on and Derek Wiggins to whom thanks is due for organising the installation, has the necessary code.

In addition we have continued to maintain the Hall repairing things that break and generally keeping the Hall running smoothly.

Our bmx track continues to be a great success with lots of children on bikes of all sizes and on scooters using the track.

There are a number of things we had intended doing in 2012-3 that have not yet been done notably installing audio visual equipment in the Oak Room, repairing the loop system and putting a MUGA style fence in the playground. I hope that these will be done subject to availability of funds in 2013-4.

In response to a question from the floor; it was confirmed that the BT WiFi hub was now working satisfactorily. DW added that for those who wished to use it, the password is located on the pull out tab at the back of the hub. MS also said that KATS would take over and refurbish the small shed.

**Letting Secretary's Report:**

MS delivered the following:-

According to the diary we let the hall (all rooms) for 3510 hours in 2012 for a total of £21,285 .In 2013 this was 3617 hours and £22,130 an increase in hours of 3%. Of course this is a fairly crude statistic but I think it does demonstrate the continued popularity of the Memorial Hall.

The Treasurer's income is. of course, based on cash received so is a bit different, but the basic trend is the same.

**Treasurers Report:**

BM reported as follows:-

The charity has a healthy cash balance at the end of 2012/2013 although a considerable portion of this balance will be spent early in the next financial year on the construction of the new store and refurbishment of the committee room. Completion of this project is expected during August 2013.after a considerable increase in rental income in the financial year 2011-2012, this year saw income maintained at approximately the same levels. Overall income was down on the previous year primarily due to no major donations or grants being either requested or received.

Total expenditure this year saw an increase of just over £3000 primarily due to the costs involved with the construction of the new store. Less heating oil was purchased during the year; but early in the next financial year a purchase will be necessary. The increase in telephone charges is due to a complete year of broad band availability; but in general, charges for the main services such as electricity, water, refuse collection and ground maintenance saw only a relatively small increase in cost. Water and sewage costs were down although they included paying off the excess charges due for a water leak in the previous year. Cleaning costs were down quite considerably; but this proved to be a false dawn since the standard of cleaning with the new contractor left much to be desired. Cleaning costs next year should rise back to the previous levels; but this should be accompanied by a far better service.

Insurance is another major item of Hall expenditure; but this year saw a small reduction in the annual cost for building and play park insurance and it is hoped that we may be able to reduce the BMX track insurance next year.

Under the category of repairs, the major expenditure was for the refurbishment and sealing of the Hall floor. Expenditure on improvements and repairs overall slightly exceeded £5000 and costs for the more major items were as follows:-

- Refurbishment of the Hall floor (£2070)
- Damp treatment in the ladies toilets (£840)
- New kitchen hatch (£470)
- Solar film on the Oak Room windows (£470)

As previously mentioned, the major costs for the coming year will be the completion of the new store room and the refurbishment of the committee room. Also, in the near future, the audio visual facility will be installed in the Oak Room. Beyond these items it is hoped that sufficient funds will be available for other major items of replacement and refurbishment.

DW asked if the WBC 'Oil Club' which was run monthly except for December & January, as this might give us access to cheaper oil. BM said that he would consider this option after considering joining charges and annual fees.

The accounts are attached to these minutes for the record.

MJ proposed the acceptance of the accounts for the year 2012-2013 This was seconded by JB and passed nem. com.

**Elections and Nominations for the 2013/2014 Management Committee:**

The chairman asked the meeting to accept the resignation of the present committee.

MS listed those who were prepared to stand as Independent Members of the new committee, they are:

Mike Scholl, Dennis Gower, Brian Mason Alan Dunkerton and Garry Morgan  
The acting chairman asked, as there was a vacancy, if there were any more nominations from the floor. There were none.

Mike James proposed that these five, as named, be elected, this was seconded by Derek Wiggins and passed unanimously.

The acting chairman then read out from the list of 'schedule 2' organisations asking for the names of their nominees 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	Charity Trutee
Tennis Club	Mike James	Charity Trustee
St. Martin's Club	Ron Mather	Charity Trustee
Brownies	Ruth Tolchard.	
Toddlers	Rose Auld	
West Berks. Ballet School	Jane Scholl	Charity Trustee
Pre-School	Derek Wiggins	Charity Trustee
Guides	Clare Powers	Charity Trustee
KATS	John Hicks.	Charity Trustee
The B P C Nominee	John Brims.	

The above Charity Trustees together with the independent committee members:

Mike Scholl	Charity Trustee
Brian Mason	Charity Trustee
Dennis Gower	Charity Trustee
Alan Dunkerton	Charity Trustee
Gary Morgan	Charity Trustee

Are to be registered as such, with the Charity Commission.

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 2013/2014 Management Committee was fixed for :  
**Tuesday June 11th at 19:45 in the Committee Room.**

This meeting would also act as the 7th. AGM of the Bucklebury Memorial Education and Recreation Society. Of which all Bucklebury parishioners are members.

**A O B:**

MS said that due to the off centre ridge of the Oak Room ceiling he needed to take advice as to the method of hanging the projector from the ceiling. AD agreed to look further into this and obtain quotes.

JS said that an independent heating controller to be located in the Oak Room is essential for next Winter.. MS said that he had this in hand together with the rewiring of the heater fans in the main hall so that they are on a separate time controller. This will be set to the times that the heating is normally required. If some users find them too noisy they then only have to push the 'advance' button to turn them off. The heating will, of course, remain on.

**The meeting closed at 20:40**

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

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

**The Annual Accounts** are attached: