



Buckland Old School Trust (BOST)
Charity Number:1069992

Buckland Village Hall, New Road, Buckland, Aylesbury, Bucks,
HP22 5JB

Meeting on Tuesday 24th September 2024
At Parish Office, Buckland Village Hall.

PRESENT: Richard Peel(RP) (Chair), Rev Sally Bottomer(SB), Cllr Carole Paternoster(CP), Cllr Nigel Hayward(NH), Linda Oatley (All Saints Rep) (LO), Paula Graves(PG), Jane Lewis(JEL), James Lewis(JL).

1. Welcome

Richard Peel welcomed everyone to the meeting.

2. Apologies

There were no apologies.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of the Last Meeting

Trustees reviewed the minutes of the last meeting that had been circulated. RP signed and dated the minutes.

5. Matters Arising

All actions from the previous minutes had been completed.

6. Treasurers Report

	August		September	
Nat West Current Account (Day to day Hall)	£6368.84	16/8/24	£5668.71	16/9/24
Nat West Business Reserve	£9543.61	31/5/24	9578.19	5/9/24
Lloyds Bank Treasurers Account	£17497.02	5/8/24	£18750.92	14/8/24
Lloyds Bank Business Instant Account	£51380.21	9/4/24	51380.21	9/4/24
TOTAL	£84789.68		£85378.03	

The trustees agreed to consolidate the bank accounts so there is one day to day account and a reserve account.

Trustees had agreed quote from G. O. Callaghan to fell and remove chestnut tree in grounds of Old School House.

7. Schedule

RP had reviewed the schedule, made the order of the subject matter more straightforward and made amendments. These had been circulated prior to the meeting.

The new schedule combined information that could be found on the Charity Commission website, along with previously agreed objectives for the trust. The

schedule should emphasise the need for transparency and community involvement. The main alteration to the schedule related to terms of office for trustees. Previously term would have been four years which could be rolled over indefinitely. Proposed that the term be reduced to three years with a maximum length of service of nine years. This would ensure there was always fresh blood and enthusiasm in BOST.

It was noted that AGM would happen in June each year.

CP requested that paper copies of minutes be kept for village archive as well as digital versions being stored. This was agreed.

The trustees agreed unanimously to the new schedule.

8. Trustee Status

Clarification was made of terms of office for NH and CP. Both had been re-elected in May 2024.

PG (Treasurer) term is for five years and ceases in October 2025.

RP and LO have started there three year terms from appointment at July meeting.

9. Website/Booking System

JL gave a presentation of the new website. This includes history of the hall, aims of the trust, photos of hall in use, profiles of trustees, contact sections. JL also showed how booking system would work and link to website. Payments and invoicing can be made via website. Allowance of 30 minutes between bookings to be inserted. Trustees requested a question and answer section on website. Trustees thanked JL for work on website.

Next steps: As per Marketing plan RP to produce a news release.

10. Facilities Management

JEL had shared Terms and Conditions of hire, Payment Policy and Day of Hire documentation with trustees. These were agreed. JEL suggested possibility of checking out local fields for parking for larger events at hall.

JEL has been carrying out a review of the facilities and there are a number of areas that need to be improved including boilers, window cleaning, electrical work and painting of the exterior of the hall.
defibrillator.

11. Any Other Business

Rental of Old School House - CP had circulated rental agreement from Cesare to trustees. Rental income is approx. £1200 per month after £300 per month deduction from managing agent. The agreement rolls over every August. Trustees agreed to continue for another year

New Road Residents Association - request for trustee to attend. RP and NH agreed to attend. Trustees also discussed need for signs asking road users to turn right when leaving hall.

JEL suggested that BOST trustees arrange a meeting for residents in immediate vicinity of hall to meet trustees and for trustees to promote new activities and making the hall more profitable

Village Archives - JEL reported that BPC will be holding an Open Day showcasing the Village Archives. JEL requested that BOST allow hall to be used for no charge. Trustees agreed.

Music License - JEL investigating whether this is required.

12. Date of next Meeting

6th November @6.30pm at Buckland Village Hall.

JEL gave apologies, JL will record meeting for JEL to minute.