

HALLS COMMITTEE

Minutes of the meeting of the Halls Committee held at 10 a.m. on Thursday 22nd January 2009.

Present Chairman: Cllr M Cole
Cllrs P J Adams, P Davies, Mrs H Evans, M Taylor and S Tilbey

Also present Mr S Binnie, Carless & Adams, Mr T Platt and Mr Pawel Czarnomski, TPA Design Ltd.

Officer: Mrs Jacqui Mansford

847. Apologies for absence

Apologies were received from Cllrs M Bird and R Slater.

848. Declarations of interest

Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

849. Public Forum

No members of the public were present

850. Minutes of previous the meeting

The minutes of the meeting held on 12th November 2008 were signed as a true record by the chairman.

851. Progress

Members were informed that progress was being made on the outstanding issues between Carless & Adams and TPA.

TPA has been asked to obtain an amendment to the planning conditions in line with the existing Premises Licence, following advice from the Halls Committee. It was noted that a new premises licence would need to be obtained.

TPA said that they would be submitting a second planning application for a new electricity sub station to be located in an area to be agreed with the Planning Authority.

Cllr Davies reported his concerns regarding sufficient storage space for beer, wine , crockery etc. TPA agreed to look at the design and forward a section plan to Cllr Davies and see where best these items could be stored. Shelving was suggested for the crockery etc.

TPA informed the meeting that approval from the Fire Service on the Fire Strategy drawing was awaited. The Building Control Officer has already given approval to the drawing.

TPA agreed to speak to the Arboricultorist for South Bucks District Council concerning the report of 2006 and the more recent tree survey. A review on tree fencing would be made and TPA will discuss the matter further with the planning authority to sort out any constraints put on the planning permission.

At the moment personnel from The Priory and the owner/occupiers of the two bungalows behind Burnham Park Hall have access through a gateway. The Clerk is currently sourcing the legality of this access. On a health and safety aspect it was suggested that a temporary closure be applied for.

HALLS COMMITTEE

Civic Hall

It was decided that a combination of wooden flooring and carpet would be used in the Civic Hall. TPA will submit sample materials for the wooden panelling, wooden floor and carpets. It was suggested that a light wood would be more appropriate as it would give a visual impression of lightness.

Audio Visual requirements

The Chairman has concerns regarding the luminosity of the projector. A discussion took place as to whether curtains or blinds were most suitable. TPA agreed to look at the design and address this with the provider of the audio visual equipment.

Kitchens

It was agreed that no members of the public or outside caterers would be allowed into the kitchens. Public kitchens would involve a totally different specification with a vast difference in costing.

11.05 Mr S Binnie left the meeting.

It was agreed that the committee should meet with Carless & Adams and TPA within two weeks from when the tenders are received. (Date to be agreed).

11.10 Mr T Platt and Mr P Czarnomski left the meeting.

Catering Options

A discussion took place as to whether the Parish Council should appoint someone to run the Halls on its behalf (initially for three years but to be reviewed on a regular basis) or to appoint a franchisee. This person's line manager would be the Clerk, with an overview from the Halls Committee.

Proposed by Cllr P Davies

Seconded by Cllr S Tilbey

That the Parish Council appoint a Halls Manager whose aims and objectives would be clearly specified.

The appointed person would be responsible for managing the halls, managing catering staff and undertaking the cleaning.

Marketing

The Chairman suggested employing someone competent in marketing for one month and possibly on a retainer for 1 day at a time. He assured the meeting that the plan submitted to the Council included this cost.

It was agreed that Cllrs Cole and Davies will source appropriate marketing personnel.

Date of next meeting

9th March 2009 @ 10.00

There being no other business the meeting closed at 12.10

Chairman.....

Date

261