

HALLS COMMITTEE

Minutes of the meeting of the Halls Committee held at 9.30 a.m. on Tuesday 14th April 2009 in the Library Hall

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

Also present Cllr J Capel

Officer: Mrs Janet Holmes

928. Apologies for absence

Apologies were received from Cllr M Bird

929. Declarations of interest

Cllr Cole declared a personal interest in any discussions that might occur regarding proposed contractors for Burnham Park Hall on the grounds that his son in law has worked for an allocated sub contractor of one of the contractors asked to tender. It was noted that he had no connection with any of those companies subsequently shortlisted.

Cllr Cole declared a personal interest in one of the PR and Marketing companies presenting to the Parish Council on the grounds that he had met a representative of that company at his daughter's wedding

Cllr Davies declared a personal interest in Pacesetters on the grounds that the company who employed him had used their design and printing works.

930. Public Forum

No members of the public were present

931. Minutes of previous the meeting

The minutes of the meeting held on 22nd January 2009 were signed as a true record by the chairman.

932. To receive and accept the attached reports on

a. Interview selection of 4 March 2009
Received, noted and signed as part of the minutes

b. Meeting to consider kitchen equipment on 25 March 2009.
Received, noted and signed as part of the minutes

933. Matters Arising from the minutes

It was agreed that discussions on

- i. Alterations to the fire escape to the premises
- ii. Kitchen equipment

would be discussed later in the meeting when representatives from TPA and CAP would be present

934. To hear the PR and Marketing Presentations

Councillors agreed that following the presentations they would need to

- a. Agree which company to appoint
- b. Agree exactly what is required and the appropriate budget

Marketing must be set not only for our existing customer base but also for our future base.

Chairman.....

Date

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935. Pacesetters,

Presentation by Jeff Ridden and Nick Redstone, produced a two year marketing plan with a heavy emphasis on creating a brand name, logo and web pages – see Appendix A

A two year budget of expenditure broken down into headings was also produced – see Appendix B

936. Captiva Media

Presentation by Jason Wollington, Mark Barton and Donna Barker Identified a need for a logo and memorable “tag line” Stressed their commitment to working with the Parish Council to assist in obtaining the Council’s objective. Highlighted the use that could be made of their contacts in fields other than the wedding market e.g. food and drink See Appendix C

937. Discussion on presentations

Councillors briefly discussed the two presentations, agreed to view their respective web sites and discuss the matter further at a later meeting

12.35 Meeting postponed for Lunch

1.30 Meeting resumed in Committee Room of Burnham Park Hall

Also present Mr A Wattley, Carless & Adams and Mr T Platt TPA Design Ltd.

938. To receive, discuss and agree the final design and any modifications from TPA. Using information on the cost implications from CAP, to prepare the final recommendation to the Halls Committee

Mr Wattley circulated the preliminary tender report from Carless and Adams Partnership. He explained how the tenders of each of the three shortlisted companies had been reviewed. Each company had been contacted to ensure that they were all including all the relevant items and a detailed analysis and report was submitted. Having concluded detailed analysis on the three lowest tenders, it was then decided to reduce the number to two contractors labelled alphabetically X and Y

Both Mr Wattley and Mr Platt answered questions at great length. The item of greatest expense being the adoption of a ground source heating system. It was noted that £15, 000 would be required to undertake bore hole testing in the grounds surrounding the site to ensure suitability for such a project.

1. If the trial bore proves successful, ground source heating can be installed at a cost of £238,230. Whilst being a heavy initial expenditure, there would be no other costs in future years. Unfortunately it would not be possible to obtain grant funding for heating AND air cooling by this method.

[There is a possibility of an interest free loan that might be obtained to defray some of the immediate costs]

2. Should the trial bore be unsuccessful, there are two other alternative forms of heating/cooling

a] Air source heating would be £30,000 cheaper than ground source heating.

b] Conventional gas fired heating would be £80,000 cheaper initially than ground source heating.

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Both options [a] and [b] , even with the addition of the failed £15,000 for the bore hole, would be cheaper than the initial cost of the ground source heating BUT there would be regular fuel bills.

Cllr Capel explained the effect that the tenders would have on the feasibility study and the need to increase the Parish Council's request for borrowing approval.

939. Recommendation from Carless and Adams

Carless and Adams recommend that the Parish Council approve contractor Y as the preferred contractor so that they can start talks with the company. It is anticipated that further cost saving may be made when discussions take place with the Mechanical and Electrical engineering sub contractors

940. To agree the recommendation to the Finance and General Purpose Committee

Proposed by Cllr Adams
Seconded by Cllr Mrs Evans

AGREED that

1. The Halls Committee appoint Y
2. That the Halls Committee recommend to the Finance and General Purpose committee that support be given to a request to the Public Works Loan Board for borrowing permission of £1.9 million.

941. Date of next meeting 26 May 2009 @ 10.00 am

Agenda to include PR & Marketing decision, staffing of kitchens and how the halls should be managed.

There being no other business the meeting closed at 3.20 pm