

HALLS REDEVELOPMENT COMMITTEE

Minutes of the meeting of the Halls Redevelopment Committee held on 28 January 2010 Meeting commenced at 6.00 pm

Present Chairman: Cllr Taylor,  
Cllrs P Adams J Capel, Ms L Hazell, D Pepler, Ms P Plant  
Ms J Richardson and R Slater.

Officer: Mrs J Holmes

**1356. Apologies for absence**

Apologies for absence were received from Cllrs Mrs H Evans, Ms S Collins, P Davies  
Mrs M Hammon and P Wallis.

**1357. 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.

**1358. Public Forum**

No member of the public was present

**1359. To receive the minutes of the meeting of 21 January 2010.**

The minutes of the meeting were signed as a true record by Cllr Taylor

**1360. Matters Arising from minutes**

Cllr Capel informed members of the various changes that had an effect on the  
updated business plan. Members were informed that the first tranche of the loan had  
been granted and that a sum of money had been transferred from the Newbury  
Building Society into the Co-operative Bank account.

*6.20 Cllr Ms J Richardson joined the meeting*

**1361. To seek to agree the schedule of charges for Burnham Park**

Various room uses were discussed and comparison made with other venues. It was  
suggested that each room should be charged on an hourly rate.  
Suggested charges being

**Small Meeting Rooms**

Community use	£9 per hour
Commercial use	per hour

**Civic Hall**

To be used for Council meetings, Weddings and Ceremonial functions, Conferences,  
and training sessions

Wedding and other ceremony	£250
Conferencing and training	Price on Application

**Main Hall**

Charges to vary by the season and day of the week

Weddings etc	£350 for the day
Other events	

Charge for weddings could be either inclusive or exclusive of the cost of the meal  
A different cost possibly agreed for the combined use of the Civic Hall and the Main  
hall plus cost of meal

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*6.50 pm Cllr Mrs P Plant arrived*

Cllrs Capel and Ms Richardson to meet with Mrs Mansford between meetings to prepare a schedule of suggested charges. Document to include information from other sources so the members can see how the proposed charges compare with competitors

Members were urged to consider if any discount should be applicable to any group. If so, what conditions should be applied to such a discount

**1362. To consider the title/job specification for the vacancy**

Documents compiled by the working party for the job description were distributed to members. The Clerk also distributed a number of advertisements for stewards and managers for golf clubs etc sourced from the internet.

The Clerk advised against the new postholder being responsible for managing the bookings system and being accountable for the letting income. She advised that these functions should be undertaken in conjunction with the administration staff to ensure safe business practises.

*7.15 pm Cllr Ms Richardson left the meeting*

Members considered the possibility of offering a bonus to the postholder. The Clerk to contact other Parish councils with similar venues for advice.

AGREED that the proposed job description be forwarded to all members for further discussion at the next meeting

**1363. To consider the advert and interview timetable**

An advert compiled by the working party was distributed to members

AGREED that the advert be forwarded to all members further discussion at the next meeting

Clerk to investigate the cost of placing an advert in the Morning Advertiser  
Interview timetable to be discussed further at the next meeting

**1364. To review the information received from PaceSetters**

The suggested copy from PaceSetters for the wedding brochure was circulated and considered

Members were asked to forward their comments to the Clerk for the next Halls meeting so that an agreement could be reached regarding the appropriate text

**Date of next meeting Thursday 4 February 2010**

There being no other business, the meeting closed at 7.50 pm