

HALLS REDEVELOPMENT COMMITTEE

Minutes of the meeting of the Halls Redevelopment Committee held on 4 February 2010  
Meeting commenced at 6.00 pm

Present Chairman: Cllr Taylor,  
Cllrs J Capel, Mrs H Evans, Mrs M Hammon , D Pepler,  
Mrs P Plant, Ms J Richardson and R Slater.

Officer: Mrs J Holmes

**1372. Apologies for absence**

Apologies for absence were received from Cllrs P Adams, Ms S Collins, P Davies and Ms L Hazell.

**1373. 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.

**1374. Public Forum**

No member of the public was present

**1375. To receive the minutes of the meeting of 29 January 2010.**

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

*6.05 pm Cllrs Mrs P Plant and Ms J Richardson joined the meeting*

**1376. Matters Arising from minutes**

Councillors were informed that it would cost £345 plus Vat to insert an advert of 3cm deep and 2 columns (10.5cm) wide know as a 3x2 in the Morning Advertiser for one week. This would include 28 days online at BigHospitality.co.uk

Cllr Slater proposed that the interview panel should be made up of the Parish Clerk, Chairman of the Council and Chairman of the Halls committee and a specialist possibly recruited from the local Chamber of Commerce  
Members agreed to consider this further at a later meeting

*6.20 pm Cllr Mrs M Hammon joined the meeting*

**1377. To seek to agree the schedule of charges for Burnham Park**

A spreadsheet showing the details of costs for other wedding venues was distributed to the meeting. The different combinations of hire charges as outlined in the original business plan were discussed.

Further discussion took place regarding the provision of meals; the possibility of a hirer bringing their own food into the building and a hirer wishing to use the kitchens. It was agreed that the chef would need to be in charge of the kitchen whenever the kitchen was in use [and a suitable charge would need to be made for their attendance/supervision]

- There was a need to agree a minimum or base rate charge
- All prices quoted are exclusive of VAT
- All weddings are considered to be commercial lettings
- Further discussion required as to who would be entitled to a discount e.g local residents [possible those on the electoral register] or registered charities

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Charges for all the rooms and a lettings policy to be agreed at the next meeting

AGREED that the office should produce a schedule of charges for all the rooms in the new building for a future meeting.

**1378. To seek to agree the title/job specification for the vacancy**

A suggested job description was circulated and discussed. Further discussion to take place at the next meeting

AGREED that the post be called Facilities Manager

*7.10 pm Cllrs Ms Richardson and B Slater left the meeting*

**1379. To seek to agree the advert and interview timetable**

Members agreed that the wording of the advert should include the Council's logo and be set out as follows.

**Experienced Management Couple Required**

An exciting opportunity to manage our newly built state of the art facility which has been designed for weddings, social, business and community events. Burnham Parish Council requires an experienced couple with excellent knowledge of the catering and license trade to work together on a day to day basis as resident managers of the facility

For more information please visit our web site at

[www.burnhampark.co.uk/recruitment](http://www.burnhampark.co.uk/recruitment) or telephone 01628 661381

AGREED that

1. The advert be placed at a cost of £345 plus VAT and placed in the issue for 28 February 2010.
2. The job specification to be completed and the information to be placed on the website to be updated

**1380. To further review the information for the wedding brochure**

Some discussion took place but it was agreed to continue discussion at the next meeting

**Notes for meeting to be held on 11 February 2010.**

- Cllr Capel to chair the meeting
- To further consider the job specification for the Facilities Manager of Burnham Park
- To further discuss the scale of charges
- To further review the information for the wedding brochure and the web site

**Date of next meeting Thursday 11 February 2010**

There being no other business, the meeting closed at 7.40 pm