

HALLS REDEVELOPMENT COMMITTEE

Minutes of the meeting of the Halls Redevelopment Committee held on 11 February 2010 Meeting commenced at 6.00 pm

Present Chairman: Cllr J Capel
Cllrs P Davies, Mrs M Hammon, Ms L Hazell, Ms J Richardson
and R Slater.

Officer: Mrs J Holmes

1381. Apologies for absence

Apologies for absence were received from Cllrs P Adams, Ms S Collins, Mrs H Evans, D Pepler, Mrs P Plant and M Taylor.

1382. 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.

1383. Public Forum

No member of the public was present

1384. To receive the minutes of the meeting of 4 February 2010.

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

1385. Reports from members relating to the Hall Redevelopment

- Cllr Capel informed members that he and Cllr Davies had addressed a meeting of the Burnham Community Association on the rebuilding project.
- The Clerk informed members that she had met with Lorein Cummings of SBDC and various options for alternative locations for the recycle bins had been discussed
- Cllr Ms Hazell reported that she had been in discussion with Mr Bill Lidgate regarding the possible resiting of the recycling bins at Burnham Park. The current site is left untidy and not considered a good image for the Parish Council. Cllr Ms Hazell suggested that the bins be relocated to the far side of the park with access via Priory Rd.
- Cllr Ms Hazell suggested that the Parish Council had been too helpful in the past with accommodating the District Council with recycling bins and the County Council with library parking. This was now impeding the Parish Council in moving forward.

1386. Matters Arising from minutes

Minute 1362 Refers. Cllr Davies expressed the view that the Facilities Manager should be solely responsible for managing the bookings system and being accountable for the lettings income. The Clerk repeated the advice that it was not good audit practice for one person to deal with both the computerised booking system and being accountable for the invoicing and letting income. It had been agreed that the functions should be undertaken in conjunction with the administration staff.

6.05 pm Cllrs Mrs Hammon and Ms Richardson arrived

Minute 1362 Refers Cllr Slater expressed concern that the management structure had not been discussed. Cllr Ms Hazell explained that a structure had been discussed in the working party. It was suggested that the Facilities Manager should report back to

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the Halls Management Committee. The committee would be made up of councillors, the Parish Clerk and possibly external members. The line manager would be the Chairman of that committee. The Clerk expressed concern that this would place a heavy burden on an unpaid councillor.

1387. To further consider the job specification for the Facilities Manager of Burnham Park

The job specification was agreed as attached at appendix A

AGREED that

- The application form would be placed on the web site
- A full CV would be requested
- The closing date for the applications would be midday 12 March 2010.

1388. To further consider the schedule of charges for Burnham Park

The schedule of charges was agreed as attached at appendix B

- Specific rates have been allocated to each type of event
- All wedding charges are inclusive of VAT and are considered to be Commercial bookings
- Regular hall hirers would be split into two categories. Commercial and Community
- Regular hall hirers fees would be exclusive of VAT
- Community hirer would need to be either resident within Burnham and on the current register of electors for Burnham Parish; a registered charity or affiliated to Burnham Community Association
- The charges for corporate and business events would be by agreement with the client

1389. To further review the information for the wedding brochure and web site

The Clerk reported that no further comments had been received. No discussion therefore took place on this item and it was AGREED that this would be deferred to the next meeting scheduled for 18 February 2010

Date of next meeting Thursday 18 February 2010

There being no other business, the meeting closed at 7.30 pm