

Those present :

Chairman : Cllr J P Capel

Vice-Chairman : Cllr B S Dhillon

Councillors : Cllr P A Davies, Cllr J M M Thomson, Cllr S L Tilbey

Officers : Mrs Mansford

**1** **Cllr S L Tilbey acted as Chairman to open the meeting**

Cllr S L Tilbey acted as chairman to open the meeting.

**2** **Appointment of Chairman**

Cllr P A Davies proposed and Cllr B S Dhillon seconded that Cllr J P Capel be appointed the Chairman of the Halls Committee of Burnham Parish Council for the municipal year 2004/05.

RESOLVED

As there were no other propositions Cllr J P Capel was duly elected as the Chairman of the Halls Committee of Burnham Parish Council for the municipal year 2004/05.

Cllr J P Capel accepted the office of Chairman of the Halls Committee and assumed the duties of the office.

**3** **Appointment of Vice-Chairman**

Cllr P A Davies proposed and Cllr S L Tilbey seconded that Cllr B S Dhillon be appointed the Vice-Chairman of the Halls Committee of Burnham Parish Council for the municipal year 2004/05.

RESOLVED

As there were no other propositions Cllr B S Dhillon was duly elected as the Vice-Chairman of the Halls Committee of Burnham Parish Council for the municipal year 2004/05.

Cllr B S Dhillon accepted the office of Vice-Chairman of the Halls Committee and assumed the duties of the office.

**4** **To accept apologies for absence**

Apologies were received from Cllrs L K Hazell, J Horwood and J A Howes.

**5** **Declarations of interest**

There were no declarations of interest.

**6** **Committee Terms of Reference**

The Chairman presented the terms of reference for the committee.

RESOLVED

That the term of reference for the Halls Committee were noted and accepted.

**7** **Hall Development**

The Executive Officer informed the members of the Committee that the consultant was on holiday and was due to return at the start of June.

Members discussed in detail various issues regarding the project including: the importance of ensuring that the public were consulted on the future development of the halls.

That a PERT chart should be introduced to assist in monitoring the project management.

Cllr S L Tilbey would be the liaison for the planning brief.

Cllr J M M Thomson would liaise regarding IT requirements.

Cllr P A Davies would liaise regarding Sound Installation and glazing.

Members suggested that the provisional dates for the project should be:

Planning Brief September 2004.

Work to commence October 2004.

Work to be completed May 2006.

RESOLVED

**8**      **Review of Hall Hire Charges**

The Executive Officer presented a report requesting Members to confirm an earlier commitment to increase hall hire charges in line with the precept increase for 2004/05.

RESOLVED

That hall hire charges be increased by 5.5% in line with the precept increase for 2004/05.

**9**      **Date and time of next meeting**

The date of the next meeting was confirmed as Wednesday 23 June 2004 at 10.00 am in the Committee Room of the offices of Burnham Parish Council.