

Minutes of the Meeting of the HALLS COMMITTEE held in Committee Room on Wednesday, 23 June 2004 at 10:00 AM

Those present :

Chairman : Cllr J P Capel

Vice-Chairman : Cllr B S Dhillon

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

Officers : Mrs Mansford

10 To accept apologies for absence
Apologies were received and accepted from Cllrs B S Dhillon and L K Hazell.

11 Declarations of interest
There were no declarations of interest.

12 Minutes of the Halls Committee Meeting
Cllr J P Capel the Chairman of the Committee presented and moved the minutes of the Halls Committee held on Monday 19 May 2004.

RESOLVED

That the minutes be approved and signed by the Chairman.

13 Consultants Report
In attendance at the meeting was Mr Brian Harris (Consultant) who outlined the project plan for the consultation on the development of Burnham Park Hall.

The outline timetable was;

5 July 2004	Launch of consultation survey to businesses, users and the public.
30 July 2004	Completion of survey
August 2004	Analysis of survey
August 2004	Cllr S L Tilbey to arrange tender for architectural feasibility study
October 2004	Phase 1 tendering completed
November 2004	Design work by architects
Jan 2005	Application submitted
April 2005	Planning completed
Jan 2007	Final completion

Mr Harris reminded Members of the need to consider the impact of lost income during any redevelopment and if a new building was to be the way forward, consideration should be given to maintaining the operation of the current facility.

Members considered the draft questionnaires provided by the consultant for the first stage of the consultation process. A number of amendments were agreed to the questions which would be returned for a final approval by Members.

Members highlighted the need for a press release and contact with the public. Cllr S L Tilbey proposed that a stand should be run by the elected Members at the

RESOLVED

That the Executive Officer would circulate the amended questionnaire.

That the Executive Officer would contact Cllr H P Evans to arrange for a stand at the Burnham Carnival.

14 Project Plan

Members discussed the ongoing operation of the halls during the review for the redevelopment of the halls. The Executive Officer informed Members that the franchise agreement expired in March 2005 and that provision would have to be made to ensure that the halls continued to function. Members discussed the options of extending the franchise agreement or employing a caretaker with an external franchise.

Cllr S L Tilbey proposed and Cllr J M M Thomson seconded that the Executive Officer should approach the franchise to establish if they wished to extend their contract by one year or to negotiate an amended agreement by employing a caretaker.

RESOLVED

That the Executive Officer would make enquiries with the franchise regarding the terms of the contract and the possible extension of the current or amended contract.

15 Date and time of next meeting

The date of the next meeting was confirmed as Wednesday 28 July 2004 at 10.00 am in the Committee Room at the offices of Burnham Parish Council.