

**Council Offices:**

Burnham Park, Windsor Lane

Burnham, Bucks SL1 7HR

Tel: +44 (0)1628 661381 • Fax: +44 (0)1628 666025


23<sup>rd</sup> January 2019

To: Cllrs Pat Bird, John Carey, Perry Davies, Judith Foster, Marie Hammon, Barry Malki, Lyn Mangisi, and Jackie Slater, and all other Burnham Parish councillors for information.

Dear councillors,

You are hereby summoned to attend a meeting of the **Burnham Park Management Committee** to be held on **Tuesday 29<sup>th</sup> January 2019** at **6.30pm** in **Burnham Park Hall**, when the following items will be discussed.

Apologies for absence should be sent to the Clerk at the above address.



Sheridan Jacklin-Edward BA MA PSLCC  
Parish Clerk

**BURNHAM PARK  
MANAGEMENT COMMITTEE**

**29<sup>th</sup> JANUARY 2019 AT 6:30PM  
IN BURNHAM PARK HALL**

**AGENDA**



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**1. To accept apologies for absence**

**2. Declarations of interest**

Members are 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.

**3. Minutes**

To approve the minutes for the Burnham Park Management Committee meeting held on 20<sup>th</sup> November 2018.

**4. Matters arising**

For information only. To be updated on the progress of any actions from the previous meeting, not covered elsewhere on the agenda.

**5. Finance report**

To receive the finance reports, including the November 2018 management accounts, and December 2018 forecast, café takings, and event profit summaries. Also to consider the writing off of two aged bad debts.

**6. Events and hires report**

To receive updates on current and past events and hires, including to discuss and approve the contract for the building use and events by the BAD Players.

**7. Future events programme**

To receive an update on future events.

**8. Marketing & publicity**

To review marketing and publicity campaigns, and website.

**9. Building and equipment maintenance**

To be updated on any outstanding maintenance issues, including work to improve the energy efficiency of the building.

**10. Community Entertainment Fund**

To be updated on the programme for community events using the fund.