

**Burnham Parish Council**  
**Minutes of the Burnham Park Management Committee**

Minutes of Part 1 of the meeting of the Burnham Park Management Committee held on 10<sup>th</sup> April 2018 at 6:30pm in the Committee Room, Burnham Park.

**Committee members present:**

Cllr Perry Davies  
Cllr Judith Foster  
Cllr Jackie Slater

Cllr John Carey  
Cllr Barry Malki (From item 317)  
Cllr Marie Hammon

**Officers of the Council present:**

Louise Hayday (General Manager)

**Members of the Council:**

Cllr Ekta Kaur Ross

Cllr Lyn Mangisi

**Members of the public:**

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**311 Apologies**

Cllrs Jean Horwood.

**312 Declarations of interest**

Cllr Jackie Slater – a personal interest in item 316, being a member of the Royal British Legion.

**313 Minutes**

The Committee **RESOLVED** to approve the minutes of the Burnham Park Management Committee meeting held on 27<sup>th</sup> February 2018.

**314 Matters arising**

It was noted that the Policy & Resources Committee had approved the proposed staff bonus scheme. They had also reviewed the Community Entertainment Fund and reallocated the expenditure from the Hall budget to overheads and staffing.

**315 Finance report**

The Committee noted the management accounts, forecast, and café takings summary. The General Manager reported that the bar sales were down in February due to the type of bookings, and also that snow and bad weather had lost the halls an estimated 3.5k worth of bookings and bar revenue in March.

**316 Events and hires report**

The General Manager reported that the mixed martial arts booking had unfortunately been cancelled due to lack of attendance, and the new Mars booking was up and running, and would be taking Meeting Room 3 for 4 days a week until September. It was reported that the mobile bar was also up and running, and was used for the first time on St Patrick's Day. Cllr Jackie Slater thanked both the Chairman and the General Manager for their help and support on the RAF concert, reporting that the event had been a huge success, raising £3.1k.

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**317 Future events programme**

The Chair and General Manager reported on upcoming events including St George's Day, and the Beer and Music Festival. Cllr Barry Malki announced that he was working towards funding to pay for an outside stage, and was expecting a decision in May. The Chair thanked him for his time and help with this matter. The General Manager reported that the outdoor cinema screening of *Mamma Mia* wouldn't be possible due to licencing issues, but hoped to show *Hairspray* instead. The Chair announced that the *Souled Out DJ* was retiring with immediate effect, but that they were taking the opportunity to rebrand the evenings.

**318 Marketing & publicity**

The marketing report had not been included in the hard copies. However, the General Manager reported that all was on track and marketing channels were performing as expected. Cllr Barry Malki asked that the start time for St George's Day be made more prominent on the marketing material.

**319 Building and equipment maintenance**

The Chair explained the various improvement projects that had been discussed with the new Assistant Manager. A meeting with a local commercial electrician had been arranged with the General Manager and Assistant Manager, where amongst other smaller issues they would be discussing the installation of air curtains over the external doors, the centralisation and control of the BMS system to the reception PC, and a possible switch over to LED lighting.

**320 Community Entertainment Fund**

Cllr Ekta Kaur Ross presented to the committee the idea of a celebratory event to take place on Sunday 30<sup>th</sup> September to commemorate 100 years since women and working men won the right to vote. The idea included a speaker, comedian, a small buffet and a showing of the film *The Suffragette*. The Committee **RESOLVED** to agreed to fund the hall hire and film licence from the Community Entertainment Fund, at a cost of £320.

**321 Exclusion of the press and public**

It was **RESOLVED** that further to s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that in view of the confidential nature of the business to be transacted, that the public be excluded and the matter dealt with in a subsequent Part 2 meeting.

**Part 1 of the meeting closed at: 7:55pm**

**Date of next meeting: Tuesday 5<sup>th</sup> June 2018 at 6:30pm**

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

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