

Burnham Parish Council
Minutes of the Burnham Park Management Committee

Minutes of the meeting of the Burnham Park Management Committee held on 20th November 2018 at 6:30pm in Burnham Park Hall.

Committee members present:

Cllr Perry Davies (Chair)	Cllr Pat Bird
Cllr John Carey	Cllr Judith Foster
Cllr Marie Hammon	Cllr Barry Malki
Cllr Jackie Slater	

Officers of the Council present:

Louise Hayday (General Manager)
Sheridan Jacklin-Edward (Parish Clerk)

Other attendees:

None

361 Apologies

Cllr Lyn Mangisi

362 Declarations of interest

None.

363 Minutes

The Committee **RESOLVED** to approve the minutes of the Burnham Park Management Committee meeting held on 25th September 2018.

364 Matters arising

None.

365 Finance report

The Committee considered the 2019/20 Burnham Park Hall budget, noting that it had already been presented to the Policy & Resources Committee. It was noted that budgeted café sales income was below the current year's budget, but ahead of the current forecast, due to recent changes in layout. It was also hoped the installation of air curtains would help retain customers during the winter months. The Committee **RESOLVED** to recommend the budget as presented to the Full Council.

366 Events and hires report

It was reported that the 80s music night had been a great success, with a record bar take to date. It was also noted that the Ladies Night hadn't had a great attendance, and would be rested for a while. However, the BAD Players murder mystery evening had been a sell-out. The centenary of the end of WWI evening had been very successful, and the RBL had contributed £500 towards the costs.

367 Future events programme

It was noted that there was a full programme of events still to come throughout the autumn and winter. It was reported that Burnham Rocks preparations were going well; the adult panto had already sold out both performances; the regular panto Aladdin was selling well; the Christmas market preparations were progressing, including a Santa's grotto, reindeer, and snow machine in the

Signature: _____

Date: 29/11/19

Page 1 of 2

courtyard; Christmas Lights switch on; and Christmas and New Year's Eve parties.

368 Marketing & publicity

It was noted that reach for both the BPH and Festival Facebook pages had been particularly strong, due to the launching of autumn events and festival announcements.

369 Building and equipment maintenance

It was noted that there was an issue with some of the outside lighting, caused by an overloaded car parking floodlight. The General Manager and Deputy Clerk would be investigating this as soon as possible. It was also suggested that motion sensors be installed for the external building lights. The Clerk felt this was a good idea that could both improve security and reduce energy costs, and that it was being investigated.

370 Community Entertainment Fund

None.

371 Energy efficiency

The Committee reviewed a report on the building management system (BMS) that controlled the heating and ventilation systems. The report recommended upgrading the user interface in order to allow staff to customise the systems. The report stated that the payback in terms of energy savings would be about one year. It was also noted that the work would include the installation of a Wifi access point at the far end of the hall, which was felt to be beneficial. The Committee **RESOLVED** to approve the work at a cost of c.£5,900, to be paid for through the HVAC repair fund.

It was also noted that air curtains were being installed which should reduce energy costs and improve comfort for front of house staff and café users.

372 Christmas Lights

The General Manager reported that all preparations were in hand, with the installation due to take place on 29th November. It would include the provision of engineers for the evening of the Christmas Lights to coordinate the simultaneous switching-on of the lights.

The meeting closed at: 7:20pm

Date of next meeting: Tuesday 22nd January 2019 at 6:30pm

Signature: _____



Date: 29/11/19

Page 2 of 2