

Burnham Parish Council
Minutes of the Burnham Park Management Committee

Minutes of the meeting of the Burnham Park Management Committee held on 25th September 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 Lyn Mangisi

Officers of the Council present:

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

Other attendees:

None

348 Apologies

Cllr Jackie Slater

349 Declarations of interest

None.

350 Minutes

The Committee **RESOLVED** to approve the minutes of the Burnham Park Management Committee meeting held on 31st July 2018.

351 Matters arising

None.

352 Finance report

The Committee reviewed the August 2018 finance reports, including management accounts, forecast, event profits summary, and café takings summary. It was noted that the year-end forecast remained in line with projections discussed at the previous meeting. It was noted that café performance was being reviewed, with new product lines, displays, and marketing campaign to help improve sales.

353 Events and hires report

It was reported that a regular corporate booking was leaving due to a change in administration. The Committee noted that the outdoor cinema the previous week had been a big success and provided very good value as a community event, and although numbers were down it was felt to be due to the relatively popularity of the film. The Chair reported that preparations were already being made for the forthcoming year.

354 Future events programme

The General Manager circulated the latest What's On, highlighting the large number of in-house events during the Autumn and Christmas period. It was noted that following demand in previous years, the Hall would take donations for the free mulled wine and mince pies at the Christmas Fayre, which would be donated to a local charity, The Dash Charity.

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355 Marketing & publicity

The Committee received the latest marketing and publicity figures, noting that social media engagement continued to be strong, despite the quieter summer months.

356 Building and equipment maintenance

The General Manager reported that there were no ongoing maintenance issues, and the remedial decoration and cleaning work following the water leak had been completed.

357 Community Entertainment Fund

None.

358 Energy efficiency

The General Manager reported that she was monitoring energy usage stats. She also reported she was still awaiting a quote in order to network the Building Management System, which would allow the heating and ventilation systems to be customised. She also noted that other improvements were ongoing. It was also noted that once networked, it would then be possible to monitor real time energy production figures from the solar array.

359 Christmas Lights

It was noted that the Full Council had approved the proposals for additional Christmas lights around the Hall, subject to three quotes being received. The Clerk stated that three site visits had been carried out, two quotes had to date been received, and a third was imminent. The Committee discussed and **RESOLVED** to approve the designs and specifications, subject to controls being in place to allow for all the lights to be switched on easily at the same time.

360 Fire safety

The Committee reviewed the Burnham Park Hall fire risk assessment, evacuation procedure, and fire safety policy. It was noted that regular fire alarm checks were being carried out, and that a yearly drill would be carried out. It was queried whether it should be more often, but the Clerk and General Manager felt that it was impractical given the level of hires, and unnecessary given the slow turnover of staff. The Committee **RESOLVED** to approve the fire safety policy and procedures.

The meeting closed at: 7:30pm

Date of next meeting: Tuesday 20th November 2018 at 6:30pm

Signature: _____



Date: _____



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