

BURNHAM PARISH COUNCIL

Minutes of the Burnham Park Management Committee held on 7th April 2026 at
6:30pm in Burnham Park Hall.

Committee members present:

Cllr Ekta Kaur Ross

Cllr Jackie Slater (Vice Chair)

Cllr Pat Bird

Cllr Marie Hammon

Cllr John Carey

Cllr Cole Caesar

Cllr Graham Mummery

In attendance:

Cllr Carol Linton

Officers of the Council:

Adam Killeya (Parish Clerk)

Sharon Smith (Hall Manager)

Members of the public:

None

BP2526/66 Apologies for Absence

Apologies for absence were received from Cllrs Collins, Sommer, Gamble (reserve member) and Gardiner (reserve member).

It was **NOTED** that no apologies had been received from Cllr Birdi.

BP2526/67 Declarations of Interest

No declarations were received.

BP2526/68 Public Forum

As there were no members of the public present, there was no public forum.

BP2526/69 Minutes

It was **RESOLVED** to approve the minutes of the committee meeting of 17th February 2026.

BP2526/70 Finance

The end of month 11 accounts for the committee were **NOTED**.

BP2526/71 Hall Manager's report

The Hall Manager highlighted the key items from her report. The Hall Manager reported that the Fawly Towers themed dinner had gone particularly well, and that it was hoped to hold a James Bond themed event in the future. The Committee thanked the Manager, Hall Manager, for her work on this.

The Clerk and Hall Manager added that they had now confirmed the hire agreement for the Café operator under delegated authority, in consultation with Cllr Sommer. It was further reported that since the report was circulated the car park bollards had now been repainted, and all draft excluders had now been attached.

The report and updates were **NOTED**.

Signed:

Date:

BP2526/72 Sustainability, ecology and climate emergency

The updated list of eco-actions was **NOTED**.

BP2526/73 HVAC

The notes from the first meeting of the Hall Major Works working group regarding HVAC strategy were circulated with the agenda. The Clerk and Hall Manager reported that subsequent communications from the HVAC contractor had suggested that the costs of replacing the HVAC system in 3-4 years could be significantly higher than they had estimated at the meeting. This could be in the region of £150,000-£200,000, which would require significant financial planning and potentially a Public Works Board Loan. That, and other matters recorded in the notes, were being advanced.

The meeting notes and updates were **NOTED**.

BP2526/74 Burnham Park Hall Strategic Plan 2025-2029

The interim update on progress with the Hall Strategic Plan was **NOTED**.

BP2526/75 Risk Assessments

The general risk audit and fire risk assessment for Burnham Park Hall for 2026 were **NOTED**. The Hall Manager reported that the recommended actions were being advanced.

BP2526/76 Hall CCTV

The report on a Hall CCTV upgrade and the confidential appendices with details of quotes were **NOTED**.

It was **RESOLVED**

- a) under The Public Bodies (Admission to Meetings) Act 1960, as extended by Schedule 12A of the Local Government Act 1972, to exclude the public for confidential business to be considered, on the grounds that the following items included confidential commercial information (agenda item 11) and confidential staffing information (agenda item 12).
- b) to invite the Hall Manager and members not on the Committee to remain for these items.

It was **RECOMMENDED** to the Policy and Resources Committee to:

1. Approve a limited upgrade to the Hall CCTV system to include cameras and bases but not the wiring, to be funded from the Hall CCTV Replacement Fund.
2. Select Windsor Fire & Security as the contractor for this work.
3. Delegate authority to the Clerk and Hall Manager to update any Data Protection Assessments as required following the upgrade.
4. Review the sums necessary to further top-up the Hall CCTV Replacement Fund in the next budget cycle.

Signed:

Date:

BP2526/77 Hall staffing

The confidential report regarding Hall Staffing was **NOTED**.

It was **RESOLVED**

1. To approve the recruitment of an Assistant Hall Manager:
 - to be funded within existing Hall staffing budgets for 2026-27;
 - on national terms and conditions, full-time (37 hours per week);
 - on a salary scale of SCP 18-23.
2. To note the hall staffing continuity plan pending recruitment of the new post.
3. To delegate authority to the Clerk and Hall Manager to advertise and appoint the new postholder; and to appoint at a lower level if a suitable applicant is not available for this specific post.

The meeting closed at 19:41

Date of next meeting: tbc by Full Council, provisionally Tuesday 9th June (election of Chair/Vice Chair for 2026-27)

Signed:

Date:

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April

Year: 2026

Department: 2, 3, 4, 5, 6

Period To: Month 12, March

BPMC

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	193,653.39	242,540.00	(48,886.61)
	<u>193,653.39</u>	<u>242,540.00</u>	<u>(48,886.61)</u>
Purchases			
Purchases	22,949.31	44,000.00	21,050.69
	<u>22,949.31</u>	<u>44,000.00</u>	<u>21,050.69</u>
Direct Expenses			
Mileage	0.00	50.00	50.00
Clothing	224.84	250.00	25.16
Event Staff	52,923.16	42,500.00	(10,423.16)
Event Promotion	579.85	1,500.00	920.15
Entertainment	11,664.80	13,000.00	1,335.20
Licences	6,077.45	4,750.00	(1,327.45)
Equipment Hire	186.19	2,000.00	1,813.81
Laundry	869.69	400.00	(469.69)
	<u>72,525.98</u>	<u>64,450.00</u>	<u>(8,075.98)</u>
Gross Profit (Loss):	<u>98,178.10</u>	<u>134,090.00</u>	<u>(35,911.90)</u>
Overheads			
Salaries	107,439.35	127,158.00	19,718.65
Training	681.22	800.00	118.78
Cleaning	193.63	0.00	(193.63)
Property Maintenance &	37,185.24	40,000.00	2,814.76
Bank Charges	1,334.22	1,750.00	415.78
Rates & Council Tax	17,714.50	18,500.00	785.50
Refuse	3,099.07	3,500.00	400.93
Utilities	57,540.12	60,000.00	2,459.88
Equipment repairs & renewal	2,172.41	5,000.00	2,827.59
PWLB Loan Repayment	2,416.71	4,880.00	2,463.29
PWLB Interest Repayment	23.44	23.44	0.00
Bad Debt Write Off	0.00	100.00	100.00
Subscriptions	350.40	0.00	(350.40)
Health and Safety	1,816.41	1,500.00	(316.41)
	<u>231,966.72</u>	<u>263,211.44</u>	<u>31,244.72</u>
Net Profit (Loss):	<u>(133,788.62)</u>	<u>(129,121.44)</u>	<u>(4,667.18)</u>

Burnham Park Management Committee (BPMC)

Commentary

The overall profit and loss figures for 2025-26 show the committee's position to be about £5,000 worse than budgeted. This is substantially better than the loss of around £21,000 predicted at the end of Q3, which proved to be pessimistic. This is due in significant part to the successful Fawltly Towers event in Q4 which increased both bar and event sales more than expected, and to writing off a historic creditor which made an impact of 6k (see separate report). The overall figures nevertheless represent significant financial challenges for the Hall this year, especially in income:

- Hall income was significantly down overall, largely because Bar and Cafe Income were much lower than budgeted; albeit bar income especially recovered throughout the year. Budgets for these areas next year are much more realistic, and we also hope to increase revenue through more realistic bar pricing. The changes to the café will reduce both costs and revenue, but when the rent generated is considered this will be a budget positive.
- Expenditure on Bar and Café purchases was also lower than expected, although not sufficiently to compensate for the above. However because spending was particularly lower than expected in Q4, the figures were a little better than projected at end of Q3.
- Hall Hire was also poorer than budgeted in the second half of the year, and was below budget for the year, but this is partly due to the number of in-kind grants for room hire which are no longer vired from the 'grants' budget. This was offset by removing a historic creditor as detailed in the separate report. We hope that hire charge increases for 2026-27 and improved marketing will help to address this.
- By end of year there were much smaller savings on Entertainment than previously projected due to the increase in events. Equally this was more than matched by an increase in Event Income, especially in Q4.
- Spending on Hall Salaries was well below budget. Whilst Zero-hour Staffing Costs were above budget continuing into Q4 (as more zero-hours staff were needed to cover gaps from the caretaker's departure), total hall staffing costs for the year were below budget.
- Spending on Event Promotion was well below budget, although we did spend some of this budget in Q4.
- Spending on Equipment Purchase and Hire was under budget, although some of this was spent in Q4 for necessary replacements.
- Utility bills ended up unexpectedly below budget for the year, saving a little over £2000 against both budget and end of Q3 projections.
- Spending on Property Maintenance and Repairs for the hall was slightly below budget, as after a number of works in Q1 we monitored this area carefully over the rest of the year. HVAC costs being taken from a separate budget made a significant difference to this.
- We have made a saving on loan repayments, because the solar panel loan was paid off after one payment this year. We have now got fully updated details on loan repayments going forward.
- There was an unexpected cost of £2,604 in Q4 for the renewal of our marriage and civil partnership licence, which is a three-yearly cost. Going forward this will be budgeted-for over a 3 year period.

Overall summary and projection

The overall BPMC budget position for 2025-26 was **slightly worse** than budgeted, due largely to the performance of the Hall bar and café, but substantially better than projected at the end of Q3 – due largely to additional bar and event income, an adjustment to remove a historic creditor, and some underspends in maintenance and equipment. We therefore made an annual loss against budget of around £5,000. With more realistic budgeting in 2026-27, and the new café franchise, the Hall should be able to perform to or better than budget in the coming year.

Hall General Managers' report.

BPMC Tuesday 7th April 2026

Hello to all of you; it's been a very busy few weeks at the hall and below is my report on the progress.

a. Health & safety

Legionella: We have had the risk assessment report back and we are working on a few points raised. They also took water samples that are still to be reviewed. Matt, Adam and I will be meeting soon to review and advance this.

Fire risk assessment: The annual risk assessment showed that we needed extra call points and smoke detectors in the hall. This has been completed along with extra emergency escape signage. I have also been working with a company with regards to the fire doors, this has proven to be a bigger job than first anticipated, but I am working on a solution.

Two of our fire escape doors needed to be fixed and this has now been completed

All the fire blankets and fire extinguishers have also been serviced with some being replaced.

Food waste: We have ordered food waste bins, which have now arrived and we will be separating the food waste into their own containers.

b. Building maintenance

Matt & Gary have been busy around the hall making minor improvements as and when needed. They have cleared out the old café kitchen and they are now using that as a storeroom. They have been busy looking through all the old electrical equipment that was stored in the comms room. They have found a few things that we can use.

Decorating: Matt and Gary have both started working on the Dropmore halls redecoration – now booked in for 16th August. They have been cleaning and filling and have painted the first coat on the bottom half of the walls. This is to ensure it looks clean for the interim and a good start for when the whole room is decorated.

CCTV – The new CCTV has now been fitted around the hall, the cameras are working well, and we now see in colour at nighttime.

c. Staffing

I am very excited to confirm that we have a new Bookings & Events supervisor who started on the 1st June. Kirsty has had a brilliant first day and will be a fantastic part of the team.

I would also like to say that whilst we have been looking for a new team member, all of the staff have all worked brilliantly. Matt and Gary especially have picked up additional shifts and stepped up

when needed. The other casual staff have also pulled together and have been a wealth of support. I am very proud of them all and we have a great team here at the hall.

I would particularly like to thank Jackie for his huge help and support during the recruitment process. This was a long and involved process, and both Adam and I really valued her input and wisdom.

d. Lettings

We have been getting to grips with the new booking system, and Kirsty is picking it up brilliantly. A few of our regular hirers have also extended their classes and we are taking many weekend bookings.

e. Café

Tommys café at Capelos has now opened with the first few weeks being a great success. This has created a great buzz in the hall and we hope for this to continue for a long time. It is also providing a steady income stream with the hall without any risk to us.

f. Events

I am currently in the process of renewing our Marriage licence and also the alcohol licence. This is proving frustrating, but I am continuing to chase the licencing team.

The Donkey Derby: Whilst the hall was not officially involved with the Donkey Derby, we used it as a way of testing out our mobile chiller. This had been forgotten in the plant room, and I had managed to get it cleaned and serviced for free. As the Donkey derby is such a great event for Burnham it was also a great opportunity to support the Rotary and have cold beer in the field. I helped set it up for them from my own personal time and it was a roaring success, and we now know our bar can cope at a demanding event.

We now have a new wine list behind the bar and we now offer large bottles along with the single serving option.

Please see below the P&L for the events we have held:

Events P&L Summary							
Event	Bar	Total income	Bar stock*	Performers	Staff	Total Costs	Profit /Loss
Band night - Nevermind	1,773.15	1,773.15	591.05	400	404	1,395.05	378.10
Total		1,773.15				1,395.05	378.10
* Estimated as 1/3 of sales							

Events P&L Summary								
Event	Ticket sales	Bar	Total income	Bar stock*	Performers	Staff	Total Costs	Profit /Loss
Comedy night April 26	1095	1,060.80	2,155.80	353.60	1000	188	1,541.60	614.20
Total			2,155.80				1,541.60	614.20
* Estimated as 1/3 of sales								

Events P&L Summary								
Event	Tickets	Bar	Total income	Bar stock*	Performers	Staff	Total Costs	Profit /Loss
Musical Bingo	365	948.15	1,313.15	316.05	0	260	576.05	737.10
Total			1,313.15				576.05	737.10
* Estimated as 1/3 of sales								

Events P&L Summary							
Event	Bar	Total income	Bar stock*	Performers	Staff	Total Costs	Profit /Loss
Band night The PFJ	2,356.65	2,356.65	785.55	400	369	1,554.55	802.10
Total		2,356.65				1,554.55	802.10
* Estimated as 1/3 of sales							

Upcoming events

June 5th Band night with Horizon function band

June 12th Outdoor Theatre with The Rude (arranged by Adam)

25th July Race night

4th August – Children's beach party

23rd October Band night with Loose Connection

31st October Children's Monster Party

The cinema club will also be starting once a few teething issues have been resolved.

Sharon Smith

Hall Manager,

Burnham Park Hall/Events 'Green to Do List' (updated 12.05.26)

Live list

Burnham Park Hall		
Replace electric heaters with infra-red	Retain	
Investigate thermal capacity of the building	Investigating	Part of BMS system
Turn off heating when rooms are not in use (zoning)	Investigating	Part of BMS system
Consider enclosing the porch area to create a lobby on both entrance doors	Retain	
Ensure freezer set to – 18 and fridge set to 5 degrees	Prioritise	
Replace remaining lamps with LED for areas in high use	Prioritise when redecorating Dropmore Room	PB/JW/CC seeking information on rough estimate of costs
Replace lamps as needed with LED for areas in low use	Review when replacing	
Install motion sensor light in kitchen	Retain	
Find alternative for plastic cake packaging	Retain	
EV Charging in car park	On hold - retain	Awaiting details of potential offer from agent

Standard practice, but kept 'live' to keep reminding staff

Close doors when heating/air con being used	Standard practice	
Ensure air con is turned off when rooms are vacated	Standard practice	

Additional actions, not on original list

Burnham Park Hall		
Move towards food waste recycling	In progress	Food waste bins now ordered
Add an additional recycling bin near the entrance to the café corridor	In progress	To order end of May

when new
café
established

Completed Actions

Purchase thermometers for all tooms to monitor temperature	Done	
Reduce air-con use in the comms room	Done	
Turn off walk-in fridge when not in use	Done	
Purchase new larger fridge in coffee room	Done	
Set cellar temperature to 10 degrees	Done	
Turn off wine fridge in cellar	Done	
Increase temperature of bar fridges to 5 degrees	Done	
Add recycling bins to public areas and offices	Done	
Switch to recycled bin bags	Done	
Buy fairtrade coffee, tea and sugar	Done	
Switch from single use sugar sachets to sugar shaker	Done	
Ensure oat milk is available in the café	Done	
Ensure all cleaning products are environmentally friendly	Done	
Check underfloor heating is functioning correctly	Done	Wasn't fully working; now repaired.
Use reusable crockery where possible	Done	
Switch to recycled toilet paper	Done	
Switch to recycled napkins	Done	
Sell branded re-useable cups	Done*	
Encourage event organisers and vendors to <ul style="list-style-type: none"> • offer plant-based options • offer recycled or recyclable packaging • recycle • avoid disposable products where possible consider food miles use tap water rather than bottled 	Done	Now on BPH website
Draft proof door to ceiling void in Dropmore	Done	
Water fountain added to Hall, near kitchen	Done	
Draft proof door to managers office – other doors also done	Done	

* Reusable cups being sold (which is the eco part) – not yet branded; will investigate that.

Patch of land by car park

Note: the recommendation was approved at the Recreation and Amenities Committee meeting on 2nd June, and is therefore being passed to BPMC for consideration and potential recommendation to the Policy & Resources Committee.

Context

The patch of land immediately adjacent to the hall car park (with the recently painted bollards) is in poor condition, as members of the public regularly use it as a shortcut. The Clerk and Head Groundsman have been discussed options to discourage this use and protect the piece of land. This report lays out a proposal to that effect.

If approved, the proposal would also need to go to BPMC for their consideration, and it crosses over between the two committees; and then to P&R as it recommends the use of CIL.

Recommendation

To recommend to the Burnham Park Management Committee and Policy & Resources Committee to approve the work plan, up to a total budget of £700, to be funded from the Community Infrastructure Levy.

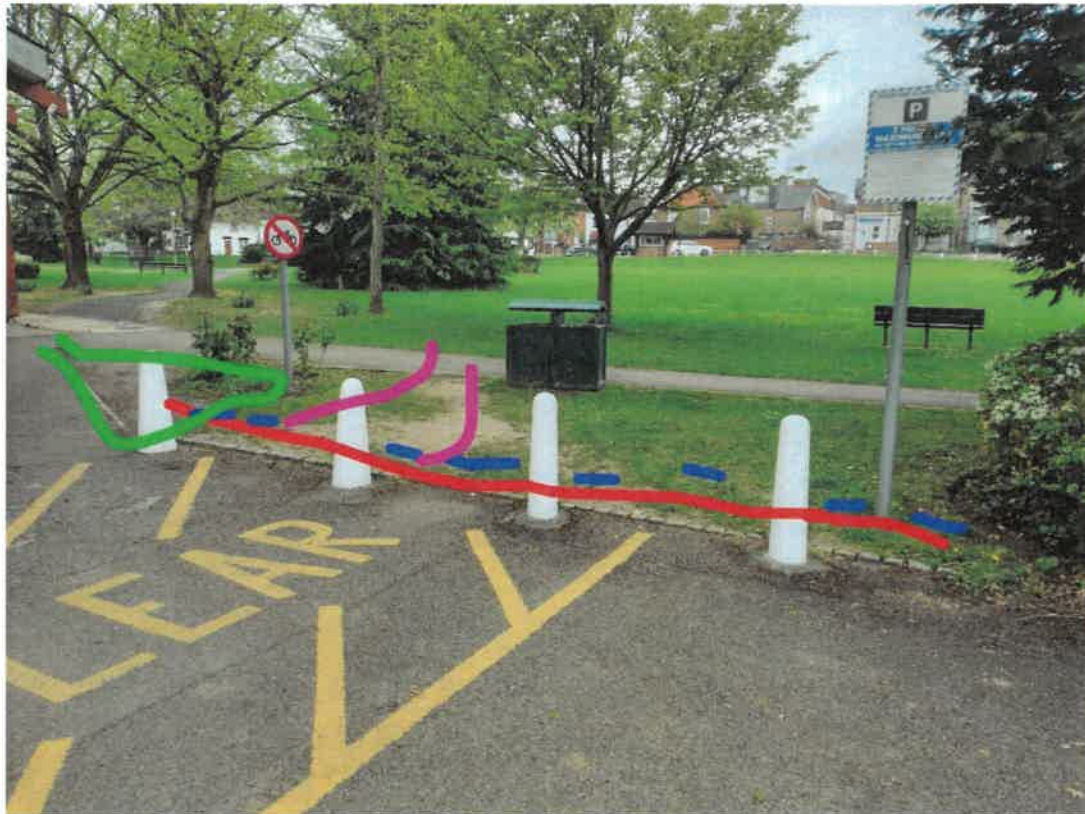
Alternative options considered and not recommended

1. Not to proceed with any work: whilst this is an option, this piece of land is stark in its poor appearance relative to the rest of the grounds.
2. To concrete, tarmac or otherwise cover the piece of land; this is not felt to produce a desirable appearance.
3. To approve a different scheme: whilst this could be considered, the proposed scheme is the recommendation of the Head Groundsman and Clerk as being of reasonable cost and likely to be effective.
4. To fund the scheme from a different source: whilst this relates to both green spaces, it is not felt desirable to reduce either budget for this purpose, and a project to upgrade a green space could reasonably be considered 'infrastructure'

Details of scheme

1. To add post and rail fencing on the grass side of the bollards, marked in red overleaf – approx. 6.5m, estimated cost £115.78.
2. To add 8 holly plants on the inside of the new fence, marked in blue (approx. locations), to grow over time and make a hedge – estimated cost £440.
3. To cover the unofficial path, marked in pink, with new grass seeds – no cost (already in stock).

4. To add woodchip to the remainder of the section of land, marked in green – no cost (obtained free).



Risks

- There is a risk that even with fencing and bushes, passersby would continue to try to use this as a shortcut. However, the proposed scheme should reduce this risk.