

Burnham Parish Council
Minutes of the Burnham Park Management Committee

Minutes of the meeting of the Burnham Park Management Committee held 17th December 2015 at 6:30pm in the Committee Room, Burnham Park.

Committee members present:

Cllr Perry Davies (Chairman)	Cllr Edwina Glover (Vice Chairman)
Cllr Alan Samson	Cllr David Pepler
Cllr Paul Kelly	Cllr Jackie Slater

Officers of the Council present:

Louise Reid (General Manager), Sheridan Edward (Parish Clerk),
Tabish Wazir (Office Administrator)

79 Apologies

Cllr Jean Horwood.

80 Declarations of interest

None.

81 Minutes

The Committee **AGREED** to approve the minutes of the Burnham Park Management Committee meetings held on 21st October 2015 and 18th November 2015 as an accurate record of the meeting.

82 Matters arising

None.

83 Finance report

The Committee received the finance reports for the year to end November 2015. Cllr Edwina Glover noted that there appeared to be no wedding income. The General Manager confirmed that all event hire was included in the one line. The Committee also asked about the profitability of band nights. It was noted that profits didn't appear as high as for other types of hire. The General Manager reported that it was difficult to apportion the income and fixed costs for events running on the same day. The Clerk reported that he would be looking to formulate a 3 or 5 year plan for the Council by the beginning of the next financial year. When the new Finance Manager was on board, they would support the General Manager in analysing the profitability of various events, and formulating a strategic plan. The Committee also noted the huge growth in business since the General Manager started.

The Committee also noted the very encouraging café figures, and the upward trend year-on-year. The Committee thanked the café staff for their hard work.

Signature: _____

Date: _____

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84 Events and hires report

The General Manager noted the loss of one regular hirer, Baby Sensory, due to the business being sold. There was no news on the UKBA training.

85 Future events programme

The General Manager noted that Christmas and New Year's events were progressing well, and the Chair reported that the beer festival was moving forward.

86 Marketing & publicity

The General Manager reported that the new What's On was almost ready to go out. The Committee also noted the social media figures. Cllr Jackie Slater suggested that when the website management was brought in-house, a member of staff should be appointed to ensure that it is kept up-to-date. It was confirmed that the General Manager would be doing it.

87 Building and equipment maintenance

Wall brackets for event lighting. There was no update.

New booking & POS system. There was no update.

Dropmore flooring. This was due to be undertaken on the 20th and 21st December.

Wording above main door. This was due to be done that Friday.

External notice board. The Clerk would work with the General Manager to obtain quotes.

New doorbell for end café door. The doorbell had been received and was being used as a demonstration model by the Land Securities Committee prior to its installation.

Landscaping. The Clerk reported that the groundsman, Jim Wotherspoon, had produced designs and costings for landscaping several areas around the building. The funds were being provided through Lin Hazell's landscaping grant.

Backdrop. The General Manager requested a black backdrop for use on band nights, at a cost of £250. The Committee **AGREED** to recommend the expenditure to the Policy & Resources Committee.

Roof leak. A hole had been found in the ceiling of the WCs, due to an attempt to remove the lead flashing from the roof causing a leak.

Air-conditioning. The Clerk reported that the contractor was regularly raising problems with the system, and the Clerk felt it was important to establish with the contractor the full extent of the problems with the system so the Council could plan for the future maintenance costs. The General Manager was arranging a meeting with the contractor as soon as possible.

88 Staffing

The General Manager reported that an Events Supervisor had been employed to replace the Assistant Manager post, and that the Bar Supervisor hours had also been increased. Both staff members were also taking on caretaker shifts.

89 Community Entertainment Fund

The Chair reported that the community had invested a lot in Burnham Park through the increase in the precept to pay for its establishment. He believed that the Hall should be able to give back to taxpayers through encouraging subsidised events for the community. To that end the Fund of £4k had been established for the 2016/17 financial year. Ideas included cinema events for the children and elderly, barn dances, and a commemoration event for the Battle of the Somme. The aim was to launch the Fund in January and invite suggestions from members of the public. A programme would then be put together.

The meeting closed at: 7:40pm

Date of next meeting: Wednesday 20th January 2016 at 6:30pm