

Burnham Parish Council
Minutes of the Burnham Park Management Committee

Minutes of the meeting of the Burnham Park Management Committee held 18th November 2015 at 6:30pm in the Committee Room, Burnham Park.

Committee members present:

Cllr Perry Davies (Chairman)
Cllr David Pepler

Cllr Alan Samson

Officers of the Council present:

Louise Reid (General Manager) and Sheridan Edward (Parish Clerk)

It was noted that the quorum for the Committee was four, and the meeting was not quorate. Therefore no business was to be transacted and all items were for discussion only.

69 Apologies

Cllr Edwina Glover (Vice Chairman), Cllr Mr P Kelly, Cllr Jackie Slater, Cllr Jean Horwood.

70 Declarations of interest

None.

71 Minutes

The Committee noted the minutes of the Burnham Park Management Committee meeting held on 21st October 2015.

72 2016/17 budget

The Clerk had previously circulated the draft budget to committee members, and confirmed that the budget had been approved by the General Manager, Cllr Perry Davies and the Policy & Resources Committee. The Committee noted the budget. The Chair thanked the Clerk and the General Manager for their work preparing the budget. The Chair also noted the inclusion of a Community Events Fund to encourage broader community engagement with the Hall. It was hoped that it would increase footfall, and café and bar sales, as well as being a good marketing tool to encourage additional bookings. Details of the events programme would be discussed at future meetings.

73 Finance report

It was reported the full management accounts for the end of October weren't available. However, the format was being altered to reflect the new layout of the budget, and the new form would be ready for the next Committee meeting. The General Manager circulated her management accounts for the year to date, and the Committee noted that the Hall was on budget. It was also noted that café sales continued to beat previous years week-on-week.

Signature: _____

Date: _____

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74 Events and hires report

The General Manager reported that current hires were going well, with particular successes with O2 and Mars. The breakdown of individual hires highlighted that the weekends were particularly profitable, and therefore there should be more focus on increasing the profit from weekday hires.

75 Future events programme

The General Manager reported that: New Year's Eve was sold out (180); the pantomime was almost sold out; the Christmas Fayre was progressing well with 20 stalls sold; she had secured a large conference booking on the back of a similar event the previous year; and she had confirmed a booking for the final of the Miss Bucks competition. The Chair reported that the beer festival was going well, and they were due to have their next meeting the coming Monday.

76 Marketing & publicity

The social media figures showed that the Facebook advertising continued to be a success with increased page and website visits. YouTube figures were also up significantly, probably on the back of Burnham Rocks, and LemonRock viewings had also spiked. The Clerk reported that the website contract would finish within the coming months, and preparations were already underway to bring the maintenance back in-house. The only ongoing costs should be hosting.

77 Building and equipment maintenance

Wall brackets for event lighting / New booking & POS system. There was no update.

Dropmore flooring. It was confirmed that alternate quotes had been received, and the work would be undertaken at the end of December at a cost of £6,150. This work would also include the replacement floor box covers.

Wording above main door. It was confirmed that the work would be undertaken shortly at a cost of £680.

External notice board. Quotes were still being obtained.

New doorbell for end café door. A DDA compliant wireless touch glass doorbell was felt to be the best option and would be installed at a cost of £145.

78 Staffing

Formal discussion was to be held over until the following meeting.

The meeting closed at: 7:15pm.

Date of next meeting: Wednesday 16th December 2015 at 6:30pm

Signature: _____

Date: _____

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