

Council Offices:

Burnham Park, Windsor Lane

Burnham, Bucks SL1 7HR

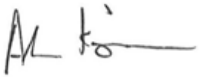
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3rd July 2024

To members of the Burnham Park Management Committee, and all other Burnham Parish Councillors for information.

You are hereby summoned to attend **a meeting of the Burnham Park Management Committee** to be held at Burnham Park Hall, Windsor Lane, Burnham, SL1 7HR on **9th July 2024 at 6.30pm**

Apologies for absence should be sent to the Clerk at the above address.



Adam Killea
Clerk to the Council
clerk@burnhamparish.gov.uk

BURNHAM PARK MANAGEMENT COMMITTEE

9th July 2024, 6:30pm

AGENDA

- 1. To accept apologies for absence**
- 2. Declarations of interest**
 - a) To note any declaration of interest made by Members in connection with an agenda item. Members to specify the nature of the interest.
 - b) To receive any written requests for dispensations for disclosable pecuniary interests.
 - c) To grant any requests for dispensation as appropriate.
- 3. Public forum**

An opportunity for members of the public to address the Committee.
- 4. Minutes**

To approve the minutes of the Committee meeting of 21st May 2024.
- 5. Finance**

To review the final Burnham Park Management accounts for 2023-24.
- 6. Hall Manager's report**

To receive a written report:

 - a) Update on the Christmas Event, 9th December 2024.
 - b) Events and hires, including profit and loss on recent events
 - c) Marketing & publicity.
 - d) Building & equipment maintenance.
 - e) Fire safety update.
- 7. Room hire**
 - a) To receive a written report and consider regularising exemptions for room hire fees and priorities for booking.
 - b) To review room-hire fees and considering recommending new fees to full council.
- 8. Climate emergency and eco-audit**

To consider any comments for the Sustainability, Ecology and Climate Emergency Working Group.
- 9. Risk assessments**

To note the risk assessment on Legionella and Water Hygiene, and to consider additional actions or delegated authority to address risks identified.
- 10. Heating, ventilation and air-conditioning**

To receive a written update.
- 11. Hall Manager update**

To receive a verbal update on the appointment of a Hall Manager.
- 12. Proposal for vending machines at Burnham Parking Hall.**

To receive a written report, further consider the proposal, and agree any actions.

Date of next meeting: Tuesday 17th September 2024 (1st draft budget)