

Burnham Parish Council

Minutes of the Burnham Park Management Committee

Minutes of the meeting of the Burnham Park Management Committee held on 27th February 2024 at 6:30pm in Burnham Park Hall.

Committee members present:

Cllr Alexa Collins (Chair)	Cllr John Carey (Vice Chair)	Cllr Pat Bird
Cllr Marie Hammon	Cllr Carol Linton	Cllr Ekta Kaur Ross
Cllr Jackie Slater	Cllr Trevor Stewart	

In attendance:

Officers of the Council: Steve Milton – Locum Parish Clerk
Alex Thame - BPH General Manager

Members of the Public 1

BP24/013. Apologies

Apologies were received from Cllr Graham Mummery and the reason given was accepted.

BP24/014. ^{Linton}Declarations of interest

AR Cllrs Collins and Bird declared non-registrable interests in the matter set out under minute BP24/018 (d) below (relating to the recent bye-election venue).
Cllr Kaur Ross declared a non-registrable interest in the matter set out under minute BP24/018 (b) below (relating to her membership of Pop Goes the Choir)
Cllr Slater declared a non-registrable interest in the matter set out under minute BP24/025 below (relating to her membership of the Royal British Legion)
Cllr Trevor Stewart declared a non-registrable interest in the matters set out under minutes BP24/018 (a) and BP24/019 below (arising from his involvement with the band The PFJ who were occasional hirers of the hall).

BP24/015. Public Forum

A member of the public addressed the Committee and asked if the Council would consider a free hire of the hall to commemorate the life of his father who was actively involved with the community life of the village and instrumental in the founding of Burnham Rocks. The live music event would raise funds for the bowel cancer charity, The Red Trousers Trust.

The Chair informed the Committee that it was not possible to agree to this request as notice had not been provided on the agenda. Therefore, she agreed to refer the request to the Full Council as an agenda item.

BP24/016. Minutes

RESOLVED: that the minutes of the meeting held on 16th January 2024 be approved as a correct record and signed by the Chair.

BP24/017. Finance Reports

(a) Budget reports

Members reviewed the management accounts and café profit and loss statement. Members noted recent price increases at the café and the low income recorded in November due to the number of cancelled football fixtures. The General Manager informed the committee that the accounts were being revised to produce a more reliable report taken directly from the Council's

accountancy system. This change had been approved by Policy and Resources Committee.

(b) Budget position and End-of-year Projection

Members noted a predicted end-of-year loss on operation costs of c£170k a significant increase over the previously reported estimate in January. Members expressed concern at the level of loss predicted and the rate of escalation and they requested urgent actions to reduce the annual deficit. The Committee noted that the Locum Clerk was reviewing the situation and would be presenting proposals to the Committee in due course. Members particularly asked the locum to examine staffing costs, hire income and escalating operating costs.

RESOLVED: that the Committee's concerns about the escalating deficit be noted and the Locum Clerk be asked to bring forward proposals to reduce the operating losses.

BP24/018. Events & Hire

The Committee considered the report of the BPH General Manager (previously circulated).

- (a) **Band Night:** The BPH General Manager reported that band nights and the 1970s disco had generated good business and had resulted in a boost to bar takings. Members noted that external hires produced more profit than directly promoted events and considered that this should be the focus of future marketing strategy for the hall. The profit made on bar takings for external hires was encouraging.
- (b) **Light up the Village:** The Committee noted that a small loss had been made on the 2023 event and this may have been due, in part, to the Choir not performing at the event. It was noted that the choir attracted good audiences wherever they performed. The BPH General Manager informed the Committee that he had invited the choir to perform at the 2024 event.

(c) Bookings

The Committee welcomed the new bookings report but noted there were some anomalies with some events not shown. The BPH General Manager informed members that work was ongoing to improve reporting in this new format. He also informed the Committee that band bookings were to be trialled on a Saturday night in an attempt to boost audiences. Members reiterated their desire to see more external hires to drive increased bar income.

In connection with this item, the Committee considered pricing for regular hirers and noted these were negotiated on a case-by-case basis depending on the nature of the activity and the duration of the booking. Discounts were applied depending on these factors which were time-consuming to calculate and appeared inconsistent in practice. There was debate about the need for a simpler and more consistent pricing structure.

(d) Hall Hire for Elections

The Committee noted with disappointment that the recent bye election had not been

held at the Hall, because of an existing booking. This had resulted in a lower election turnout and significant loss of income for the Council.

RESOLVED: that the Hall Bookings Policy and the Terms and Conditions of Hire be updated to make clear that elections will take precedence over all existing bookings (except weddings) and that bookings will be cancelled to enable polling to take place in the hall.

(Cllr Linton left the meeting during part of the discussion of this item and returned before consideration of the item set out in minute BP24/019)

BP24/019. Future Events

The Committee noted the forthcoming events:

- (a) **St Georges Day Beer Festival:** the event was scheduled for 27th April from 4.00pm to midnight, with four live bands performing, including the winners of the 'Burnham Rocks' competition.
- (b) **Classic Car Show:** The Committee noted plans for the car show were being developed.
- (c) **Burnham Rocks:** Members asked the BPH General Manager to persevere with an application to the local Community Board for funding despite recent reports of grant budget reductions.

BP24/020. Extension of Meeting

RESOLVED: that the meeting be extended by 30 minutes to 9.00pm to facilitate the conclusion of urgent business and that agenda items 9, 10 and 11 be deferred to a future meeting.

BP24/021. Fireworks 2024

The Committee noted the minutes of the meeting of the Task and Finish Working Party and the recommendations relating to event pricing and event location in the park. The BPH General Manager updated members on the benefits of the new location on the south side of the park. Having consulted with the approved contractors, the proposed location would provide better access for stalls and rides, better crowd control, a safer launch and drop zone with better separation between the live firing and the audience. However, this would require some additional fencing, for which quotes had been sought.

RESOLVED: that the prices recommended by the Task and Finish Group be approved and the site layout for the firework display as set out in the plan submitted by the BPH General Manager (previously circulated) be agreed.

BP24/022. Marketing Strategy and Campaign

Consideration of this item was deferred due to lack of available time (see minute BP24/020 above)

BP24/023. Building & Equipment Maintenance

Consideration of this item was deferred due to lack of available time (see minute BP24/020 above)

BP24/024. Eco-audit and Green Strategy

Consideration of this item was deferred due to lack of available time (see minute BP24/020 above)

BP24/025. D Day Anniversary 6th June 2024

The Committee considered arrangements for the D Day Anniversary Commemorations on 6th June.

RESOLVED:

- (a) that the D Day event be approved as recommended;
- (b) that the lighting of the Burnham beacon at 9.15pm be agreed;
- (c) that a bagpiper be hired to play prior to the lighting of the beacon;
- (d) that the President of the Royal British legion be invited to read the exhortation after the Chair's speech, and
- (e) that all members of the Council be encouraged to attend the event.

BP24/026. Volunteer Policy

The Committee considered the draft Volunteering Policy submitted by the Locum Clerk (previously circulated)

RECOMMENDED TO FULL COUNCIL: that the Volunteer Policy be adopted.

BP24/027. Exclusion of Press and Public from the Meeting

RESOLVED: That, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the matter set out under minute BP24/027 below by reason of the confidential commercial nature of business to be transacted.

BP24/028. Village Green Pathway

The Committee considered quotations for the creation of a new path across the Burnham Park Village Green (previously circulated).

RESOLVED: that the quotation received from Soul Scapes be accepted on the terms submitted.

The meeting closed at 8.55pm

Date of next meeting: Tuesday 9th April 2024

Signature: _____

Date: _____

9/4/24