

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 17<sup>th</sup> 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 Fawltly 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: 9/6/2026

**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: 9/6/2026

**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 9<sup>th</sup> June (election of Chair/Vice Chair for 2026-27)**

Signed:



Date: 9/6/2026