

BURNHAM PARISH COUNCIL
Minutes of the Burnham Park Management Committee

Minutes of the Burnham Park Management Committee held on 9th July 2024 at 6:30pm in Burnham Park Hall.

Committee members present:

Cllr Trevor Stewart (Chair)	Cllr Alexa Collins (Vice Chair)	Cllr Marie Hammon
Cllr Carol Linton	Cllr John Carey	Cllr Graham Mummery
Cllr Pat Bird	Cllr Jackie Slater	Cllr Terry Gamble

Officers of the Council:

Adam Killeya (Parish Clerk)
Bruce Burry (Interim Hall Manager)

Members of the public: 0

BP2425/01 Apologies for Absence

No apologies were received.

BP2425/02 Declarations of Interest

The Clerk advised that in their view it was not necessary to declare an interest in item BP2425/07 Room hire solely by virtue of being involved in organisations that use rooms in the Hall, since the terms and conditions apply to all members of the public and organisations.

No declarations were received.

PR2425/03 Public Forum

As there were no members of the public present there was no public forum.

BP2425/04 Minutes

The minutes of the Committee meeting of 21st May 2024 were approved, subject to
i. correcting to show that the Christmas Event takes place on Saturday December 7th.
ii. correcting the spelling of Councillor Slater's name.

BP2425/05 Finance

The final Burnham Park Management accounts for 2023-24 were reviewed and **NOTED**.

It was confirmed that these figures did not include the contribution to the HVAC fund or the cost of the interim Hall Manager's salary, as they are accounted for elsewhere.

BP2425/06 Hall Manager's report

The written report was **NOTED**.

It was **RESOLVED** to retain the reindeer, and the choir, within the event.

It was **RESOLVED** that the General Manager would consult with Councillors Stewart and Slater to further advance the arrangements for the Christmas Event,

It was **RESOLVED** to hold a Christmas Show on or around Saturday 21st December.

It was clarified that the hall will reopen on Thursday January 2nd, after closing from Sunday December 22nd to Wednesday January 1st inclusive.

Signed:



Date:

17/9/24

BP2425/07 Room hire

It was **RESOLVED** to adopt the proposed exemptions for room hire fees, codifying existing practice for internal use.

It was **RESOLVED** to adopt the agreed priorities for room bookings, and to mandate the Hall Manager and Clerk to amend the booking terms and conditions to reflect the right of the council to amend or cancel bookings in line with this; and to reflect other best practice.

It was **RECOMMENDED** to Full Council that the price for 'exclusive use' hire of the venue be amended from £1,000 to "Price on Application, depending on the event details, starting from £1,000", with authority delegated to the General Manager to confirm the price on a case-by-case basis.

BP2425/08 Climate emergency and eco-audit

It was confirmed that the new Eco group will meet tomorrow. The committee had no specific comments to make.

BP2425/09 Risk assessments

The risk assessments on Legionella and Water Hygiene were **NOTED**.

The Clerk and Hall Manager reported that work to address the risk assessment points, in particular the high-risk items, had begun, and would continue under the new Hall Manager.

BP2425/10 Heating, ventilation and air-conditioning

The written update was **NOTED**.

It was confirmed that there is currently £124,622.36 in the HVAC fund.

BP2425/11 Hall Manager update

It was reported that the applications deadline for the re-advertised post had closed, and that shortlisting would take place on 10th July, with interviews on 16th July.

It was **RESOLVED** to formally record the Committee's thanks to the interim Hall Manager for his work.

BP2425/12 Proposal for vending machines at Burnham Park Hall.

It was **RESOLVED** to approve a six-month trial of one mixed snack/drink vending machine in Burnham Park Hall, to be reviewed at the BPMC meeting on either 14th January 2025 or 25th February 2025, depending on installation date.

The meeting closed at 2007

Date of next meeting:

Tuesday 17th September 2024 (1st draft budget)

Signed:



Date:

17/9/24