BURNHAM
PARISH COUNCIL
Council Offices:
Burnham Park, Windsor Lane
Burnham, Bucks SL1 7HR
Tel: +44 (0)1628 661381 • Fax: +44 (0)1628 666025

17th November 2026

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 **24th November 2026 at 6.30pm.**

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

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

BURNHAM PARK MANAGEMENT COMMITTEE
24th November 2026, 6:30pm
AGENDA

Please note that under Council standing orders, a person who attends a meeting is permitted to report on / record the part of the meeting that is open to the public. Where a meeting is being recorded, the Chair of the meeting should be informed, and they will inform the meeting. You may not provide an oral report or oral commentary about a meeting ***as it takes place*** *unless you have been given permission.*

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 15th September 2026.

5. **Finance**
   a) To review and approve the end of 2nd quarter accounts and budget monitoring report for the committee.
   b) To note the end of month 7 accounts for the committee.

6. **Hall Manager's report**
   To receive a written report and to consider options and recommendations for action:
   a) Health and safety
   b) Building maintenance
   c) Staffing
   d) Lettings
   e) Hall café, bar and events
   f) Any other matters of relevance, not included elsewhere on the agenda.

7. **Booking system**
   To receive an update on operational issues with the booking system, and impact on hirers.

8. **Heating, ventilation and air-conditioning (HVAC) and other major works**
   To receive an update regarding HVAC strategy and other major works from the Hall Major Works Working Group.

9. **Budget 2027-28**
   a) To consider the updated draft of the committee's Annual Budget for 2027-28.
   b) To consider the appropriate amount of top-up for the Heating, Ventilation and Air Conditioning (HVAC) fund in 2027-28.

10. Sustainability, ecology and climate emergency
To review the updated list of eco-actions.

11. Martyn's Law
To receive an update on progress with the implementation of Martyn's Law.

12. Hall Pathway
To reconsider options for upgrading the Hall Pathway (deferred from meeting on 17th Feb 2026).

13. Theatre in the Park
To note the provisional date of Friday 11th June 2027 for the next 'theatre in the park' performance by the Rude Mechanical Theatre Company.

14. Grant application
To consider and make a recommendation regarding a grant application for the use of the hall kitchen for St Peter's School Christmas Dinner.

15. Hall Café
To receive an update regarding the Hall Café, and to consider delegated authority over future hire decisions.

The Public Bodies (Admission to Meetings) Act 1960, as extended by Schedule 12A of the Local Government Act 1972, makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest.

16. Hall staffing
To receive any confidential updates regarding Hall Staffing.

Date of next meeting: Tuesday 26th January 2027