

BURNHAM PARISH COUNCIL

Minutes of the Burnham Park Management Committee held on 9th June 2026 at
6:30pm in Burnham Park Hall.

Committee members present:

Cllr Ekta Kaur Ross (Chair)	Cllr Jackie Slater (Vice Chair)	Cllr Pat Bird
Cllr Marie Hammon	Cllr John Carey	Cllr Graham Mummery
Cllr Carol Linton	Cllr Jo Sommer	Cllr Zoe Gardiner

Officers of the Council:

Adam Killeya (Parish Clerk)
Sharon Smith (Hall Manager)

Members of the public:

None

BP2627/01 Election of Chair

It was **RESOLVED** to elect Cllr Ekta Kaur Ross as Chair of the Burnham Park Management Committee for the 2026-27 municipal year.

BP2627/02 Election of Vice Chair

It was **RESOLVED** to elect Cllr Jackie Slater as Vice Chair of the Burnham Park Management Committee for the 2026-27 municipal year.

BP2627/03 Apologies for Absence

Apologies for absence were received from Cllr Caesar.

BP2627/04 Declarations of Interest

No declarations were received.

BP2627/05 Public Forum

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

BP2627/06 Minutes

It was **RESOLVED** to approve the minutes of the committee meeting of 7th April 2026.

BP2627/07 Finance

The Clerk noted that the financial situation for the committee, whilst still slightly below budget for the year, had ended up better than previously anticipated. With more realistic budgeting for the bar and the changes to the café it was hoped to see further improvement in 2026-27. It was **RESOLVED** to accept and approve the end of year accounts and budget monitoring report for the committee for 2025-26.

BP2627/08 Hall Manager's report

The Hall Manager highlighted the key items from her report. The report and updates were **NOTED**.

The Clerk stated that the Hall Manager and her team had done an excellent job of ensuring business continuity during the period before the new staff member started; and that

Signed:



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Councillors' patience with matters that required a small delay was appreciated. The Committee **NOTED** their thanks to the staff for their efforts.

BP2627/09 Sustainability, ecology and climate emergency

The updated list of eco-actions was **NOTED**.

BP2627/10 HVAC

The Clerk and Hall Manager reported that the Hall Major Works working group had delayed its second meeting, as the gap between the former Bookings and Events Supervisor leaving and the new supervisor joining had led to delayed progress. However an energy assessment and Building Management System evaluation had been approved, and this work will continue to be progressed, with further updates to future meetings of the committee.

BP2627/11 Recommendations from other committees

The Clerk noted that the first item specifically related to the triangular patch of land adjacent to the hall car park, and advised that if members wished to expand the item to cover other matters of hall land this would need to be added to the agenda for a future meeting.

The report and recommendation from the Recreation and Amenities to Committee regarding proposals for the patch of land adjacent to the hall car park was **NOTED**. It was **RECOMMENDED** to the Policy and Resources Committee to approve the work plan without the woodchipped area, up to a total budget of £700, to be funded from the Community Infrastructure Levy.

The Clerk reported the decision of the Recreation and Amenities Committee regarding the flying of drones from council land, and the recommendation to the Committee that the terms of hire for the hall be amended to include conditions around the use of drones in line with this decision. It was **RESOLVED**:

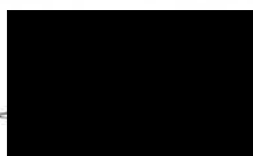
- a) To update the terms of hire for Burnham Park Hall to include conditions around the use of drones, in line with the general council approach to drones, including requiring any drone operators to
 - a. provide their name and contact details to the hall,
 - b. accept responsibility for any damage caused by the drones.
 - c. absolve the Council of any liability arising from their use.
- b) To delegate authority to the Hall Manager and the Clerk to make changes to the terms of hire in line with this decision.

Cllr Carey expressed his desire that going forward there would be no droning on.

BP2627/12 Martyn's Law

The Clerk reported that detailed government guidance on the Terrorism (Protection of Premises) Act 2025 (Martyn's Law) had now been issued, and that they had also attended training. It had been confirmed that Burnham Park Hall would come under the requirements for standard premises, but not for enhanced premises or events requirements unless any events were held where more than 800 people were expected to be present at one time. The requirements were expected to come into effect in April 2027, and the Council itself

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would legally be the 'responsible person' for the Hall. No other Council sites would come under the Act unless any large events were held.

The Clerk stated that they and the Hall Manager, potentially with other key staff, were planning to hold an 'away day' over the summer to go through the guidance in detail. They would then come back to the committee with a full report and proposed policy.

Cllr Slater noted that there would need to be co-operation with the Royal British Legion regarding arrangements for the Remembrance Service. The Clerk stated that they would liaise with the Legion around this matter.

Following a question from Cllr Sommer the Clerk stated that they would check what the Council's insurance provided with respect to terrorism, and would send a written reply.

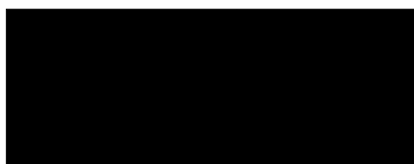
The report was **NOTED**

BP2627/13 Hall staffing

The Clerk and Hall Manager gave a verbal report on hall staffing, including future plans. The report was **NOTED**.

The meeting closed at 19:39
Date of next meeting: Tuesday 14th July

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Date: 14/7/26

