BURNHAM PARISH COUNCIL

Minutes of the Burnham Park Management Committee held on 8th April 2025 at 6:30pm in Burnham Park Hall.

# Committee members present:

# Cllr Alexa Collins (Vice Chair, Chairing) Cllr Marie Hammon Cllr Jackie Slater

# Cllr Ekta Kaur Ross Cllr Graham Mummery Cllr Pat Bird

# Cllr John Carey Cllr Carol Linton

**Officers of the Council:** Adam Killeya (Parish Clerk)

Sharon Smith (Hall Manager)

**Members of the public:** None

# BP2425/64 Apologies for absence

# Apologies were received from Cllr Stewart (Chair).

# BP2425/65 Declarations of Interest

Cllr Slater declared an ‘other declarable interest’ in the part of agenda item 5 - Hall Manager’s report (minute RA2425/67) that relates to the VE Day 80 celebrations, as the Secretary of Burnham Royal British Legion.

Cllr Carey declared an ‘other declarable interest’ in agenda item 9 - Room-hire discount request (minute RA2425/72), as a member of St Peter’s Church and of the Care and Share Steering Committee.

# PR2425/66 Public Forum

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

# BP2425/67 Minutes

# It was RESOLVED to approve the minutes of the meeting of 25th February 2025.

**BP2425/68 Hall Manager’s report**

The written report was **NOTED**. The Clerk stated that the Children’s Easter Hunt should be an eggcellent occasion.

The Clerk added that the Terrorism (Protection of Premises) Act, known as Martyn’s Law, had now received Royal Assent. Its provisions would affect the Hall and Park, and it was anticipated that they would come into effect in two years’ time; allowing time for staff and the committee to consider all advice and make appropriate plans.

**BP2425/69 Sustainability, ecology and climate emergency**

The Clerk reported that they and the Hall Manager had updated the list of eco actions for Burnham Park Hall and were working to advance them. The updated list of actions and was **NOTED.**

The Clerk and Hall Manager reported that with regard to draft excluders on hall doors, further inspection suggested that less were needed as some doors had existing excluders that were not being fully utilised. The Clerk advised that sufficient funds be allocated for the full job, allowing the Hall Manager to further confirm and approve the necessary work. It was **RESOLVED** to approve up to £500 from the Burnham Park Hall Purchases budget for draft excluders on the hall doors.

**BP2425/70 Heating, ventilation and air-conditioning (HVAC)**

The Hall Manager and Clerk reported that they were continuing to progress this matter and hoping to have further information to bring to a future meeting. The verbal update was **NOTED.**

**BP2425/71 Fire Risk Assessment**

The Fire Risk Assessment was **NOTED.** The Hall Manager and Clerk stated that they were advancing the recommendations in the report under delegated authority.

It was **RESOLVED** to approve work to the Courtyard to improve fire escape routes and allow for increased capacity in the Dropmore Hall, subject to confirming that there was no prohibition within the original planning permission, up to a cost of £2,000 from the Property Maintenance and Repairs budget.

**BP2425/72 Room-hire discount request**

The Clerk reported that the Burnham Health Promotion Trust had requested that their 50% room hire discount be extended to cover Burnham Care and Share CIO, now that they were a separate organisation. The Clerk stated that their assumption was that this discount had been retained when room hire discounts were last reviewed due the Burnham Health Promotion Trust being a tenant of the Hall. They advised that since Burnham Care and Share CIO was being granted some of the tenancy rights under a licence agreement, they felt it reasonable to extend the discount to include them. The Hall Manager concurred with this recommendation.

It was **RESOLVED** to grant Burnham Care and Share CIO the 50% hall tenant discount on room hire for the duration of their licence agreement, and to confirm that the discount to Burnham Health Promotion Trust will continue for the duration of their tenancy, provided in both cases that there is not disproportionate impact on other hires.

**BP2425/73 Burnham Park Hall Strategic Plan**

It was recognised that the away day had been a valuable event, at which councillors and staff had worked well together to discuss the future of Burnham Park Hall with a large degree of agreement. The consolidated SWOT analysis, draft values and strategic goals, and draft public consultation were **NOTED**.

It was **RESOLVED**:

1. to approve the draft Burnham Park Hall values and strategic goals to go public consultation, using both paper and electronic options, for at least one month in May/June 2025;
2. to send a copy of the consultation to regular hirers and encourage them to distribute copies to those attending their events;
3. to delegate authority to the Clerk to approve any minor amendments to the consultation and to make the necessary arrangements.

**BP2425/74 Staffing**

It was **NOTED** that the Hall Manager successfully completed her six-month probationary period following a review meeting on 19th March, that her appointment had been confirmed, and that she had subsequently moved to the next increment on her pay scale from 1st April.

It was **RESOLVED** 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 item included sensitive information around staffing matters.

# The Hall Manager and Clerk reported that, following a requested change in terms and conditions from the Weekend Caretaker/Handyman, they intended not to directly replace the post but to instead cover the remaining duties through zero hours contracts. The report was NOTED.

# The meeting closed at 1938

**Date of next meeting: Tuesday 24th June 2025**

**(subject to confirmation by the Annual Council Meeting)**