

BURNHAM PARISH COUNCIL

Minutes of the Burnham Park Management Committee held on 14th July 2026 at
6:30pm in Burnham Park Hall.

Committee members present:

Cllr Ekta Kaur Ross (Chair)
Cllr Marie Hammon
Cllr Carol Linton

Cllr Jackie Slater (Vice Chair) Cllr Pat Bird
Cllr John Carey Cllr Graham Mummery

Officers of the Council:

Adam Killeya (Parish Clerk)

Members of the public:

None

The meeting opened at 18:36

BP2627/14 Apologies for Absence

Apologies for absence were received from Cllrs Caesar and Gardiner, and from the Hall Manager.

It was **NOTED** that no apologies had been received from Cllr Sommer.

BP2627/15 Declarations of Interest

No declarations were received.

BP2627/16 Public Forum

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

BP2627/17 Minutes

It was **RESOLVED** to approve the minutes of the committee meeting of 9th June 2026.

BP2627/18 Finance

The draft end of month 1 accounts for the committee were **NOTED**. The Clerk stated that the end of month 2 accounts would be available for the Policy and Resources Committee meeting; and the end of 1st quarter accounts and budget monitoring report would be circulated by email when available and before the summer meeting break.

BP2627/19 Hall Manager's report

The Clerk highlighted the key items from the Hall Manager's report. The report was **NOTED**.

The Christmas closing dates for the Hall for 2026-27 were **NOTED**.

It was **NOTED** that the Hall Manager was introducing a refundable deposit for some hall hires under delegated authority, and the booking terms and conditions will be updated accordingly.

Signed:

Date:

BP2627/20 Sustainability, ecology and climate emergency

The updated list of eco-actions was **NOTED**. The Chair queried the use of recycled toilet paper, and the Clerk stated that he would inform her of any movement. Cllr Carey added that the Clerk was flushed with success.

BP2627/21 HVAC

The Clerk reported that the Hall Manager was continuing to progress the actions arising from the Hall Major Works working group regarding the HVAC system. The Working Group would meet when sufficient further information had been received from the HVAC contractor, and the report received on the Building Management System. The report was **NOTED**.

BP2627/22 Hall Strategic Plan

The review of progress with the Hall Strategic Plan was **NOTED**.

BP2627/23 Committee priorities and budget for 2027-28

The current committee priorities under the Council Strategy and Action Plan, and the annotations on progress, were **NOTED**. The Clerk stated that suggestions for updates to the plan were being sought ahead of the plan being updated and the 2027-28 budget cycle. The Committee felt that in general the existing priorities agreed as part of the strategic plan process were still relevant. It was also felt that emergency planning was a priority, and the Clerk updated on progress with this.

The Clerk sought a steer on pricing policy for hires of Burnham Park Hall for 2027-28 ahead of the first draft budget. It was **RESOLVED** to base the first draft budget on an increase of around 3%.

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 items included confidential commercial information (item 14b) and confidential staffing information (item 15a);

The Clerk outlined their and the Hall Manager's preliminary thoughts on hall staffing for 2027-28 and sought a steer ahead of the budget process. The Committee was minded to support these thoughts, subject to a full budgeted proposal.

BP2627/26 Hall staffing

The Committee noted their appreciation to all of the staff for going the extra mile.

The meeting closed at 19:36

Date of next meeting: Tuesday 15th September (1st budget meeting)

Signed:

Date: