

Item 4

BURNHAM PARISH COUNCIL

Minutes of the Burnham Park Management Committee held on 14th January 2025 at 6:30pm in Burnham Park Hall.

Committee members present:

Cllr Alexa Collins (Vice Chair, Chairing)
Cllr Terry Gamble
Cllr Graham Mummery

Cllr Marie Hammon

Cllr Carol Linton

Cllr Pat Bird (part of meeting)

Cllr Jackie Slater

Cllr Ekta Kaur Ross

Officers of the Council:

Adam Killea (Parish Clerk)

Sharon Smith (Hall Manager)

Members of the public:

None

BP2425/40 Apologies for absence

Apologies were received from Cllrs Stewart (Chair); and Carey.

BP2425/41 Declarations of Interest

No declarations were received.

PR2425/42 Public Forum

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

BP2425/43 Minutes

It was **RESOLVED** to approve the minutes of the Committee meeting of 12th November 2024.

BP2425/44 Hall Manager's report

The written report was **NOTED**.

The Clerk noted that all of the talk of guttering and overflows was very draining.

The Hall Manager was asked to look into lighting outside the building and report back.

The proposal for hard standing to ameliorate fire risk was **DEFERRED** for future consideration as appropriate. The repairs to the front pathway were **DEFERRED** to the next meeting to consider further quotes.

It was **RESOLVED** to approve work to install Aco drains in front of the building next to path with pipe installed into a soakaway system up to the value of £2,500, provided it was within available budgets for building maintenance and subject seeking sufficient quotes in line with financial regulations.

Cllr Bird joined the meeting.

The committee **NOTED** their thanks to the Hall General Manager for her excellent work.

RA2425/45 Land Registration of Burnham Park Hall

The written report was **NOTED**.

It was **RECOMMENDED** to Full Council to allocate £1,000 from the 2025-26 budget for Legal and Professional Services to commission Gardner Leader to undertake preliminary work to confirm if it is feasible to register the various parcels of land at the hall, village green and park with the land registry; and to then bring the matter back to Committee or Full Council as appropriate to consider how next to proceed.

RA2425/46 Meetings calendar 2025/26

The draft meetings calendar and commentary was **NOTED**. Two typing errors were noted for the Clerk to correct before taking to other committees.

RA2425/47 Sustainability, ecology and climate emergency

The Clerk reported that it was hoped to bring an offer from an EV provider regarding the installation of EV chargers in the Burnham Park Hall car park to Full Council. The verbal update was **NOTED**.

RA2425/48 Heating, ventilation and air-conditioning (HVAC)

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

RA2425/49 Free room use

The Clerk reported that they and the Hall Manager had agreed the free use of the Hall Kitchens for the preparation for the St Peter's School Christmas Lunch. Whilst this was not for a free event that would ordinarily fall under the free use policy approved by the committee, there was insufficient time for a grant application due to circumstances outside the organisers' control. This was therefore felt to be within the spirit of the free use policy. The report was **NOTED**, and the committee endorsed the decision.

RA2425/50 Theatre in the Park

The Clerk gave an update following the meeting with the Rude Mechanical Theatre company on 14th November, including that the performance on 19th June 2025 would now be on the village green rather than the park itself. They also updated the committee on the requirements for overnight accommodation for performers. The report was **NOTED**.

RA2425/51 Free car parking days

The correspondence from Buckinghamshire Council was **NOTED**. The Clerk reported that the Policy and Resources Committee had felt that the most suitable dates for free village centre parking were the four Saturdays immediately before Christmas, and that two of these would automatically be free across Buckinghamshire, but that they had wanted this committee to have chance to comment due to the potential tie in with hall events.

It was **RESOLVED** to submit a request to the Community Board that, in addition to Saturday 13th December and Saturday 20th December, the other two free parking days for the area should be Saturday 6th December and Saturday 29th November.

RA2425/52 Village project photograph

The written information, including quotations, was **NOTED**. The Clerk reported that the Caretaker/Handyman advised acrylic, to reduce any risk of damage.

It was **RESOLVED** to:

- a. Allocate up to £750 from the Event Promotion budget for the framing, covering and mounting of the Village Project photograph.
- b. To delegate to the Clerk authority to commission the necessary work, bearing in mind the committee's preference for acrylic, and for it to be non-reflective and cleanable, if possible.

The meeting closed at 1959

Date of next meeting: Tuesday 25th February 2025

Budget monitoring commentary; 3rd quarter 2024-2025

Burnham Park Management Committee (BPMC)

Summary

The committee net overspend against what would be expected for this time of year is £7,585; largely due to factors previously outlined around the loss of the rate rebates. Events and bar income is significantly down, although this is partly off-set by reduced costs and good income from hall lettings. Whilst spending on zero hours staff is higher than budgeted spending on permanent staff is lower, although this is somewhat misleading as the costs for the locum hall manager fall under the P&R budget (Professional Fees and Services).

Having previously projected a total net overspend for the committee for 2024/25 £18,988 we are now projecting a total net overspend for the committee of £12,338.

3rd quarter notes

Budget positives

- Revenue for hires (Hall Hire) was again above budget, following on from two good previous quarters.
- The Christmas Events, which might be expected to be a net cost, broke even overall, due to good management and sponsorship, which positively impacted on income figures (Event Income).
- We have spent minimal amounts relative to budget on hiring equipment (Equipment Hire).
- The rebate on water bills saved us £5000-£6000 on expected utilities costs this quarter (Utilities), meaning that we may end up roughly to budget on hall utilities over the year when we were previously projecting an overspend.

Budget negatives

- Café performance remains worse than budgeted (Café Sales), albeit stock costs are also down (Café Purchases).
- Bar performance has also dropped further from Q1 and Q2 (Bar Sales), and those quarters were themselves below budget, albeit stock costs are also down (Bar Purchases).
- There was an unexpectedly high laundry bill for tablecloths (Laundry).
- Costs for zero hours staff (Wages (Casuals)) costs remain high and over budget; albeit this was in part due to the successful Christmas Event and part to the annual cost of holiday pay for zero hours staff which fell in December.

Expectations for 4th quarter

- Spend on overall hall maintenance and repairs (Property Maintenance, Cleaning & Repairs) will be higher this quarter, as we deliver plans that were put in place last quarter. That said, the repairs to the sound system were achieved at considerably below expected cost.

- We have reduced cleaning costs for the fourth quarter (Salaries), by incorporating the parish office cleaning into caretaker roles, and have also reduced the cost of overtime for permanent staff.
- The very generous gift of the large village photo has added an extra cost (Event Promotion), although we believe that it will provide more than matching benefit.
- We would generally expect this quarter to be slower for bar, café and rooms hires following Christmas (Hall Hire; Café Sales; Bar Sales), although the increase in events, plans for the café etc will hopefully partly offset this.
- We are working through the list of debtors for the Halls (Hall Hires); there is only one instance where we are at the legal stage, and a payment schedule for this is hopefully about to be finalised. However, in a number of other cases there are organisations who are several months behind payment, including some ongoing renters, and we are endeavouring to reduce this list. We have already made some progress in this area, and if we continue to be successful, this will provide a boost to the hall hire figures.

Profit & Loss by Department (Advanced Budget and Variance)

Period From: Month 1, April Year: 2025
Period To: Month 9, December

Department: From '2' to '2' (inclusive)

Chart of Accounts: Chart of Accounts

BPH-Hire

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	94,894.97	82,499.99	12,394.98
	<u>94,894.97</u>	<u>82,499.99</u>	<u>12,394.98</u>
Purchases			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Direct Expenses			
Mileage	0.00	37.48	37.48
Clothing	0.00	74.98	74.98
Event Promotion	0.00	2,250.00	2,250.00
Licences	1,605.00	3,000.01	1,395.01
Equipment Hire	0.00	2,250.00	2,250.00
Laundry	687.15	299.99	(387.16)
	<u>2,292.15</u>	<u>7,912.46</u>	<u>5,620.31</u>
Gross Profit (Loss):	<u>92,602.82</u>	<u>74,587.53</u>	<u>18,015.29</u>
Overheads			
Salaries	81,044.93	92,607.75	11,562.82
Training	0.00	749.98	749.98
Equipment repairs & renewal	0.00	18,749.98	18,749.98
	<u>81,044.93</u>	<u>112,107.71</u>	<u>31,062.78</u>
Net Profit (Loss):	<u>11,557.89</u>	<u>(37,520.18)</u>	<u>49,078.07</u>

Burnham Parish Council

Profit & Loss by Department (Advanced Budget and Variance)

Period From: Month 1, April Year: 2025 Department: From '3' to '3' (inclusive)

Period To: Month 9, December

Cage

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	11,713.67	14,999.98	(3,286.31)
	<u>11,713.67</u>	<u>14,999.98</u>	<u>(3,286.31)</u>
Purchases			
Purchases	5,454.37	7,499.99	2,045.62
	<u>5,454.37</u>	<u>7,499.99</u>	<u>2,045.62</u>
Direct Expenses			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit (Loss):	<u>6,259.30</u>	<u>7,499.99</u>	<u>(1,240.69)</u>
Overheads			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Profit (Loss):	<u>6,259.30</u>	<u>7,499.99</u>	<u>(1,240.69)</u>

Burnham Parish Council

Profit & Loss by Department (Advanced Budget and Variance)

Period From: Month 1, April Year: 2025 Department: From '4' to '4' (inclusive)

Period To: Month 9, December

Bar

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	36,661.09	59,999.96	(23,338.87)
	<u>36,661.09</u>	<u>59,999.96</u>	<u>(23,338.87)</u>
Purchases			
Purchases	14,584.60	26,249.97	11,665.37
	<u>14,584.60</u>	<u>26,249.97</u>	<u>11,665.37</u>
Direct Expenses			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit (Loss):	<u>22,076.49</u>	<u>33,749.99</u>	<u>(11,673.50)</u>
Overheads			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Profit (Loss):	<u>22,076.49</u>	<u>33,749.99</u>	<u>(11,673.50)</u>

Burnham Parish Council

Profit & Loss by Department (Advanced Budget and Variance)

Period From: Month 1, April Year: 2025 Department: From '5' to '5' (Inclusive)
Period To: Month 9, December

Events

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	6,675.26	11,250.00	(4,574.74)
	<u>6,675.26</u>	<u>11,250.00</u>	<u>(4,574.74)</u>
Purchases			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Direct Expenses			
Event Staff	27,469.02	22,500.00	(4,969.02)
Event Promotion	140.33	374.97	234.64
Entertainment	5,632.87	11,999.98	6,367.11
	<u>33,242.22</u>	<u>34,874.95</u>	<u>1,632.73</u>
Gross Profit (Loss):	<u>(26,566.96)</u>	<u>(23,624.95)</u>	<u>(2,942.01)</u>
Overheads			
Salaries	17.01	0.00	(17.01)
	<u>17.01</u>	<u>0.00</u>	<u>(17.01)</u>
Net Profit (Loss):	<u>(26,583.97)</u>	<u>(23,624.95)</u>	<u>(2,959.02)</u>

Date: 22/01/2025

Time: 11:00

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Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April Year: 2025

Department: From '6' to '6' (inclusive)

Period To: Month 9, December

BPH-Admin

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	2,225.57	1,125.00	1,100.57
	<u>2,225.57</u>	<u>1,125.00</u>	<u>1,100.57</u>
Purchases			
Purchases	1,317.78	750.01	(567.77)
	<u>1,317.78</u>	<u>750.01</u>	<u>(567.77)</u>
Direct Expenses			
Community Entertainment	33.12	0.00	(33.12)
Event Promotion	0.00	374.99	374.99
Equipment Purchase	3,370.45	3,749.94	379.49
Licences	1,662.47	0.00	(1,662.47)
	<u>5,066.04</u>	<u>4,124.93</u>	<u>(941.11)</u>
Gross Profit (Loss):	<u>(4,158.25)</u>	<u>(3,749.94)</u>	<u>(408.31)</u>
Overheads			
Training	1,004.98	749.97	(255.01)
Cleaning	711.54	0.00	(711.54)
Advertising	209.00	0.00	(209.00)
Property Maintenance &	26,339.71	30,750.57	4,410.86
Bank Charges	920.62	2,250.00	1,329.38
Rates & Council Tax	17,714.50	5,000.00	(12,714.50)
Refuse	1,954.00	2,250.00	296.00
Utilities	32,152.82	37,499.99	5,347.17
Equipment repairs & renewal	431.25	3,749.94	3,318.69
PWLB Loan Repayment	4,763.94	4,880.00	116.06
PWLB Interest Repayment	116.25	69.65	(46.60)
Bad Debt Write Off	0.00	75.00	75.00
Subscriptions	95.00	0.00	(95.00)

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 7, October Year: 2025

Department: From '2' to '2' (inclusive)

Period To: Month 9, December

BPH - Hire

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	31,951.78	27,500.01	4,451.77
	<u>31,951.78</u>	<u>27,500.01</u>	<u>4,451.77</u>
Purchases			
		<u>0.00</u>	<u>0.00</u>
Direct Expenses			
Mileage	0.00	12.51	12.51
Clothing	0.00	25.00	25.00
Event Promotion	0.00	750.00	750.00
Licences	600.00	1,000.02	400.02
Equipment Hire	0.00	750.00	750.00
Laundry	500.98	100.01	(400.97)
	<u>1,100.98</u>	<u>2,637.54</u>	<u>1,536.56</u>
Gross Profit (Loss):	<u>30,850.80</u>	<u>24,862.47</u>	<u>5,988.33</u>
Overheads			
Salaries	30,865.41	30,869.25	3.84
Training	0.00	250.00	250.00
Equipment repairs & renewal	0.00	6,250.00	6,250.00
	<u>30,865.41</u>	<u>37,369.25</u>	<u>6,503.84</u>
Net Profit (Loss):	<u>(14.61)</u>	<u>(12,506.78)</u>	<u>12,492.17</u>

Burnham Parish Council

Profit & Loss by Department (Advanced Budget and Variance)

Period From: Month 7, October Year: 2025 Department: From '3' to '3' (inclusive)
Period To: Month 9, December

CAFE

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	3,518.45	5,000.01	(1,481.56)
	<u>3,518.45</u>	<u>5,000.01</u>	<u>(1,481.56)</u>
Purchases			
Purchases	1,395.71	2,500.01	1,104.30
	<u>1,395.71</u>	<u>2,500.01</u>	<u>1,104.30</u>
Direct Expenses			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit (Loss):	<u>2,122.74</u>	<u>2,500.00</u>	<u>(377.26)</u>
Overheads			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Profit (Loss):	<u>2,122.74</u>	<u>2,500.00</u>	<u>(377.26)</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 7, October Year: 2025

Department: From '4' to '4' (inclusive)

Period To: Month 9, December

BAR

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	9,228.81	20,000.00	(10,771.19)
	<u>9,228.81</u>	<u>20,000.00</u>	<u>(10,771.19)</u>
Purchases			
Purchases	3,978.64	8,750.01	4,771.37
	<u>3,978.64</u>	<u>8,750.01</u>	<u>4,771.37</u>
Direct Expenses			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit (Loss):	<u>5,250.17</u>	<u>11,249.99</u>	<u>(5,999.82)</u>
Overheads			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Profit (Loss):	<u>5,250.17</u>	<u>11,249.99</u>	<u>(5,999.82)</u>

Burnham Parish Council

Profit & Loss by Department (Advanced Budget and Variance)

Period From: Month 7, October Year: 2025

Department: From '5' to '5' (inclusive)

Period To: Month 9, December

EVENTS

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	5,171.92	3,750.00	1,421.92
	<u>5,171.92</u>	<u>3,750.00</u>	<u>1,421.92</u>
Purchases			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Direct Expenses			
Event Staff	10,448.61	7,500.00	(2,948.61)
Event Promotion	140.33	125.01	(15.32)
Entertainment	3,554.54	4,000.00	445.46
	<u>14,143.48</u>	<u>11,625.01</u>	<u>(2,518.47)</u>
Gross Profit (Loss):	<u>(8,971.56)</u>	<u>(7,875.01)</u>	<u>(1,096.55)</u>
Overheads			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Profit (Loss):	<u>(8,971.56)</u>	<u>(7,875.01)</u>	<u>(1,096.55)</u>

Burnham Parish Council

Profit & Loss by Department (Advanced Budget and Variance)

Period From: Month 7, October Year: 2025

Department: From '6' to '6' (inclusive)

Period To: Month 9, December

BPH - Admin

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	733.56	375.00	358.56
	<u>733.56</u>	<u>375.00</u>	<u>358.56</u>
Purchases			
Purchases	339.49	251.66	(87.83)
	<u>339.49</u>	<u>251.66</u>	<u>(87.83)</u>
Direct Expenses			
Community Entertainment	33.12	0.00	(33.12)
Event Promotion	0.00	125.01	125.01
Equipment Purchase	1,179.98	1,249.98	70.00
Licences	1,068.60	0.00	(1,068.60)
	<u>2,281.70</u>	<u>1,374.99</u>	<u>(906.71)</u>
Gross Profit (Loss):	<u>(1,887.63)</u>	<u>(1,251.65)</u>	<u>(635.98)</u>
Overheads			
Training	666.98	249.99	(416.99)
Cleaning	338.34	0.00	(338.34)
Advertising	209.00	0.00	(209.00)
Property Maintenance &	2,581.01	5,000.00	2,418.99
Bank Charges	326.86	750.00	423.14
Refuse	644.62	750.00	105.38
Utilities	9,030.37	12,500.01	3,469.64
Equipment repairs & renewal	431.25	1,249.98	818.73
PWLB Loan Repayment	2,393.47	2,509.53	116.06
PWLB Interest Repayment	46.60	0.00	(46.60)
Bad Debt Write Off	0.00	25.01	25.01
Health and Safety	49.54	0.00	(49.54)
	<u>16,718.04</u>	<u>23,034.52</u>	<u>6,316.48</u>

Hall General Manager's report.

BPMC Tuesday 25th February 2025.

We have been a bit quieter at the hall, which was expected in January, but we have held several private events and all the staff have been absolutely wonderful to pull together.

a. Health & Safety / building

Health and Safety

This is an ongoing project to get the building fully compliant. Again, I ask for time on this work, but we have made headway in several areas. The clean-up of the walls is ongoing and all the caretakers and I have pulled together to complete this, and I write this report with the hope it will be finished by time of reading.

Premises licence – This has just been renewed, and further updates will be given at the meeting.

Caretaker station – we seem to have a disarray of tools that are all over the building, so we are looking into turning the very far back cupboard of the Dropmore room, into a caretaker station. This will not only tidy up the hall and the tools but hopefully stop ordering stock we already have – further updates soon.

Maintenance

At the previous council meeting, I was asked to look at the lighting outside of the building. We have discovered that the two bollards along the path, keep tripping out due to them being on the same circuit as the two floor lights. These floor lights have flora growth in them and let in water which is tripping out the bollards when it rains. To have this rectified we would have to dig up the floor lights that would be costly. Therefore, I recommend that to get the right lighting along that path, we install low dimmed flood lights to the lamp posts already there. This will light up the whole path way around to the zebra crossing and be a less costly solution. The electrician has been instructed, and I await a time frame from them to complete the work. I have already had the 5 security (round lights on wall) fixed at the front of the building and also discovered there is a light on the main door that wasn't working, so this has been fixed too.

The chiller in the cellar decided that it didn't want to work anymore, and we had no cellar for almost two weeks. However, we are currently running all stock low as we hold too much and the chiller is now fixed. We have also had a Guinness micro machine installed so we can

sell Guinness in pint cans and take out the line, as the Guinness barrel was going off before used.

All the broken thermostats have now been fixed, and we have had Climate out to look at the whole HVAC system to see if it's better to fix what is needed or replace all together. I await the report and will share once received. We also discovered that the underground heating was not working properly and there were large areas that it was not heating. We arranged for Climate to come out and fix this free of charge (the cost was the halls manager's time persuading the company to do it free) This is all now working properly.

The Legionella work has now been completed but the new pipe works behind the bar split on a shift. We arranged for a plumber to come and fix it, and his bill was paid directly by the Legionella company and they will also be providing us with a free (normally £45) legionella record book as way of compensation.

Recommendation The main door has had their service and it's been picked up that the door by the car park end has a faulty sensor. The hall manager also picked up that you could see light through the centre of the doors which must be losing energy, and they have quoted £1,587+VAT to have this fixed. I am querying the cost but I recommend this work is completed. Depending on budgets it may need to be scheduled for early April (to be confirmed).

Recommendation I have reached out to other companies with regards to the path and drains out the front and the best by far quote received was as follows:

- Replace open drain with Aco drainage (approx 30 linear meters)
- Connect into existing soak away
- Replace approx 30 x 600mmx600mm slabs
- Recompact sub base where required
- Jet wash brick work below window

Total cost (labour and materials):

£4,300 (including VAT)

For comparison the cost solely for Aco drains work, which the committee was happy with last meeting, was £1968.63. Depending on budgets this work may need to be scheduled for early April (to be confirmed). I recommend that we proceed with this quote.

b. Staffing

No particular matters to report, although zero hours staff have been signing their tidied-up contracts; and will be letting them know shortly about the April pay rise which I am sure they will appreciate! As noted below, the new arrangements on security are also working well. We will do more work on staffing needs going forward as we work on the hall strategic plan (which is being discussed later at this meeting).

c. Lettings

I have been working alongside our very wonderful bookings and events supervisor Nikki to identify when rooms are not being used, and we are working on identifying businesses that would like to rent them. We will have a marketing campaign formulated over the next coming weeks to make sure we target the right market. Before this can happen there needs to be maintenance completed on the rooms and I am currently working on this plan.

In particular we believe that these two rooms are currently being under-utilised:

- Paul Sherrif Room (Meeting Room 2) – used particularly for classes, but unused much of the day, and needs some maintenance and improvement work.
- Meeting Room 3 – particularly suitable for board meetings, but currently predominantly used for free use such as council and other community meetings so not generating much income.

I also invited the owner of the gym at Burnham football club to visit the hall as he is helping with an event, and he is now renting the Huntercombe room for 2 hours every Monday for martial arts classes. This highlights that we can increase bookings by inviting more people into the hall so they can see how amazing it is...

d. Events

We held our Comedy night, which I'm claiming as a success and sold 103 seats....the P&L is below. We have also had good audience feedback, and I have provisionally booked the company we used for further comedy night for October (with a different line-up).

The staffing cost do not include the hall manager's hours as these were taken from contracted hours. It does include the new hybrid role for our caretaker/doorman Martyn.

As you will see we just beat 'break even' based on tickets vs costs of performers and staff (even if we make a rough allowance for Hall Manager's time on the night); and then did very well on the bar which took us into a good profit.

20 25 Events P&L Summary								
Event	Ticket sales	Bar	Total income	Bar stock*	Performers	Staff	Total Costs	Profit /Loss
Comedy night	1545	1,309.00	2,854.00	436.33	1030	222	1,688.33	1,165.67
Total			2,854.00				1,688.33	1,165.67
* Estimated as 1/3 of sales								

Band nights – I have previously reported on this and our first of 2025 on is on Friday 7th March. I also hope to have the kitchen open at this event and further updates will be given at the meeting.

Musical Bingo will be on 29th March – so far we have sold 35 tickets and hope for much more!

Easter Egg Hunt during the Easter holidays – organised in conjunction with Simmons and Son, and ending at the hall.

VE day celebrations 8th May– There is a meeting with the hall manager, Clerk, Shirley Shaw from the heritage society, Jackie & Bob Slater from RBL and Vikki Davidson from Churches together on 26th February and an update will be forthcoming after said meeting.

Family fun day 22nd June - This will be held in collaboration with BHPT, Burnham Library and the gym at Burnham football club. A fun day with an emphasis on health. Gemma from BHPT is mainly arranging this and we are happy to be involved.

Halloween party – This will be on Friday 31st October and we will be having a monster mash

Christmas 2025 – The Market and light switch on will be on 6th December and Panto will be on 20th December

e. Any other matters of relevance

I am helping the Clerk with the Hall part of the end of year asset register. We will also be starting to work on the Hall related 'green to do list' in the coming weeks. Finally, Martyn has been working on the excellent but enormous 'village project' photo on our walls!

Sharon Smith

Hall manager

Village Green gravel path

Context

Concerns have been raised regarding the gravel path on the village green, especially around loose stones and unsuitably for buggies, wheelchairs etc. This was discussed at the last Recreation and Amenities meeting, and this paper considers different options for addressing it.

Recommendations

To approve option 2 – a gravel binder; noting that the Clerk can authorise the expenditure from the appropriate budget, and approve the temporary closure of the path as needed to carry out the work.

Rationale for recommendation

Option 2 is reasonably priced, and does not require the path to be taken up or replaced. If it doesn't work, this does not prevent us from trying another option.

Options considered

Option 1: no work; maintain the path as now with more regular sweeps.

Estimated cost: £0

Process: N/A.

Pros: there is not felt to be significant risk to machinery or health and safety; no cost.

Cons: does not address the issues with the suitability of the path.

Option 2: treat the path with a gravel binder such as Easihold

<https://www.amazon.co.uk/vuba-EASIHOLD-ROCKS-Bonding-Easihold/dp/B07Z4SWCHT>

Estimated cost: £200 (based on approx. 40m²; requiring five x 5L packs at £40each).

Process: path is raked and sprayed with the treatment for the first time. Stones are then turned, raked and compacted, a second treatment added, and the path left for 24 hours. The path is then treated a third time and left for 72 hours before reopening.

Pros: economical option; relatively straightforward work.

Cons: will require Grounds time; risks from path being walked on during closure period.

Option 3: put in a gravel grid to hold the gravel in place

<https://www.stonewarehouse.co.uk/gravel-chippings/gravel-grid-membranes/>

Estimated cost: £800 (based on approx. 40m² at £20 per m²).

Process: gravel is taken up, the grid laid down, and the gravel replaced into the grid.

Pros: cheaper than a new path; may hold gravel in place better.

Cons: will require Grounds Team time or a contractor; will require gravel to be taken up.

Option 4: replace the path with a tarmac path

Estimated cost: £3000-5000 (estimate; no quotes yet obtained)

Process: gravel is removed and a new tarmac path laid down.

Pros: should remove all issues with the gravel path.

Cons: most expensive option; wastes the cost already spent.

Risks

- The ongoing risk from vehicles or to users is considered small; although the impact on those with reduced mobility should still be considered.
- There is a risk that the option selected will not work, and the money would therefore be wasted.
- This is a reputational risk if either the path is perceived as poor, or if it is seen that the original work was 'wasted money'.

Burnham Park Hall/Events 'Green to Do List' (updated 15.01.25)

Live list

Burnham Park Hall		
Replace electric heaters with infra-red	Retain	
Investigate thermal capacity of the building	Clarify	
Close doors when heating/air con being used	Standard practice	
Ensure air con is turned off when rooms are vacated	Standard practice	
Check underfloor heating is functioning correctly	Investigating	Need to check in winter
Turn off heating when rooms are not in use (zoning)	Investigating	Clerk / Hall Manager investing BMS
Consider enclosing the porch area to create a lobby on both entrance doors	Retain	
Draft proof door to ceiling void in Dropmore	Prioritise	This and others with new hall manager
Draft proof door to managers office	Prioritise	
Fit opening windows in MR2	Retain	
Ensure freezer set to -18 and fridge set to 5 degrees	Prioritise	
Replace remaining lamps with LED for areas in high use	Prioritise	
Replace lamps as needed with LED for areas in low use	Prioritise	
Install motion sensor light in kitchen	Retain	
Use reusable crockery where possible	Prioritise	
Switch to recycled toilet paper	In progress	As stock is used up
Switch to recycled napkins	In progress	As stock is used up
Find alternative for plastic cake packaging	Retain	
EV Charging in car park	In progress	Agreed by council; awaiting offer details
Sell branded re-useable cups	Retain	

Commented [C1]:

Outside Events		
Encourage event organisers and vendors to <ul style="list-style-type: none"> offer plant-based options offer recycled or recyclable packaging recycle avoid disposable products where possible consider food miles use tap water rather than bottled 	In progress	Document ready for BPH website

Completed previously

Purchase thermometers for all rooms to monitor temperature	Done	
Reduce air-con use in the comms room	Done	
Turn off walk-in fridge when not in use	Done	
Purchase new larger fridge in coffee room	Done	
Set cellar temperature to 10 degrees	Done	
Turn off wine fridge in cellar	Done	
Increase temperature of bar fridges to 5 degrees	Done	
Add recycling bins to public areas and offices	Done	
Switch to recycled bin bags	Done	
Buy fairtrade coffee, tea and sugar	Done	
Switch from single use sugar sachets to sugar shaker	Done	
Ensure oat milk is available in the café	Done	
Ensure all cleaning products are environmentally friendly	Done	

Burnham Park Hall Strategic Plan 2025-2029

Context

The current Hall Strategic Plan (attached to report) was produced in 2020. There has been a great deal of change since then, including Covid, changes of government, and a number of staffing challenges; and therefore it is of limited current relevance. As staffing now appears to be more stable, and we are shortly beginning a new council term, it is an appropriate time to produce a new plan. This paper lays out the key considerations and a draft process for the new plan.

Recommendation

To approve the strategic plan process, adopting either timetable A or B below.

Alternative options considered and not recommended

1. Not to produce a new strategic plan at this time: not recommended, due to the need to set a vision that be used as a reference point for developing the hall over the next council term.
2. To aim to complete the new plan before the end of the council term in May; not recommended due to the rush that would be required, and also the risks of not involving new councillors.

Commentary

- The strategic plan sets the values and goals for the hall, allowing for the Clerk and Hall Manager to then agree operational actions and propose an appropriate staffing structure. It does not aim to get into granular detail.
- The process used for the previous plan, which began with an 'away day' style strategy meeting, seems to be a good starting point; with the addition of further public consultation during the drafting process. It is suggested that all well as Cllrs and appropriate staff, representative of major hall users are also invited to the away day.
- The two alternative timetables offered below are based on a choice between
 - Starting the process before the May election, and completing afterwards: this is quicker, and utilises existing expertise. However it has less involvement of new councillors and risks a disconnect of vision between the existing and new council; as well as being quite rushed.
 - Starting the process before after May election: this is a slower option, but is more likely to lead to a joined up vision which takes account of both existing and new councillors. It also allows a longer period for public consultation; but is tighter in terms of the impact on the 2026-27 budget process.
- It is considered that whichever option is taken, the plan must be completed in time to be taken into account for the 2026-27 budget cycle, which includes any changes needed to staffing structure that arise from the process.
- It should be noted that there remains some uncertainty around the practical implications of ongoing legislation including:
 - Martyn's Law; which puts a duty on venues to ensure they are as safe as possible if there's a terrorist attack;
 - Employment Rights Bill, which will particularly effect zero hours staff.

Areas for consideration as part of the process

- Current Strengths, Weaknesses, Opportunities and Threats (SWOT)
- Vision and Values: do these need updating?
- Facilities: Do there needs to be expansions or improvements to the current 'offer'
- Sustainability: How do we ensure that the Hall is both financially and environmentally sustainable?
- Major works: What is likely to be needed? Should additional major works / extensions to the hall be considered?
- Legislation: What changes will be needed to comply with the laws currently in progress.
- Resourcing: What staffing and financial resources are needed to achieve the above?

Risks

- Specific risks will be identified as part of the plan.
- Not producing a new strategic plan carries a risk of lacking a vision and direction for the hall, and actions not being joined up.

Timetable (all 2025-2026 council meeting dates are tbc)

	<u>Who?</u>	<u>Option A</u>	<u>Option B</u>
Process agreed by BPMC	BPMC	11 th Feb 2025	11 th Feb 2025
Tweaks to process / away day agenda	Clerk/Hall Manager	Feb 2025	Mar - Jun 2025
Confirm process with new committee	BPMC	N/A	24 th June 2025
Away day	Cllrs, staff, major hall users	Early Mar 2025	Early Jul 2025
Values and strategic goals drafted	Clerk/Hall Manager (from meeting)	Mid Mar 2025	Mid Jul 2025
Stakeholder consultation	Public and hall users	Mid Mar – early Apr 2025	Mid Jul – early Sep 2025
Update to BPMC	BPMC	8 th April 2025	9 th Sep 2025
Draft report written	Clerk/Hall Manager	April- June 2025	Sep – Oct 2025
Plan presented to BPMC	BPMC	24 th June 2025	28 th Oct 2025
Plan approved by Full Council	Full Council	21 st July 2025	1 st Dec 2025

Other dates to note

- Next meeting of BMPC: 9th April 2025
- New Council Elected: 1st May 2025
- First meeting of new BPMC / election of Chair, 24th June (tbc)
- Other BPMC meetings (draft) in 2025-26: 9th Sep, 28th Oct, 16th Dec, 17th Feb, 7th Apr

Burnham Park Hall
Strategic Plan 2025: Away Day DRAFT

Date: tbc 2025
Time: 9:30am to 2:30pm
Venue: Burnham Park Hall

Purpose: To agree a vision, values, and strategic objectives for the hall for 2025-29.

Agenda: 9:30am – 10:00am **Coffee and informal discussions**

10:00am to 12:30pm **Morning session**

1. Introduction (Parish Clerk; Hall Manager; Chair of BPMC)
2. Where are we now: SWOT analysis in groups, then reporting back

Coffee and 'hall walk' break around 11:15.

3. Where do we want to be?
 - Review mission statement & values
 - Discuss what major goals we want to achieve

12:30pm to 1:30pm **Lunch (provided) and further informal discussions.**

1:30pm to 2:30pm **Afternoon session**

4. Where do we go next?
 - Reflection on the morning session.
 - Brainstorm of specific ideas

2020 Mission statement

'To provide sustainable, accessible and high quality community spaces and events for our community'

2020 values

1. Serving the community

Burnham Park Hall and the local community are inextricably-linked. We would not exist were it not for the support of our residents and users and, equally, the community would be a much poorer place without the facilities and activities of the Hall. It is therefore crucial that we work hand-in-hand with the community to make sure we understand their needs, and that the services we provide meet those needs. To do so, we need to ensure we have in place the mechanisms to listen to the community's views, and the resources to respond to them.

2. In inclusive space

Burnham Park Hall was established to serve all the community, and our work is supported through a Parish Council subsidy. The position of the Hall close to the boundary with Slough means that we draw a large number of our users and beneficiaries from over the county border. We will support the needs of all those who wish to use the Hall, and will not discriminate based on a user's address. However, we will also strive to ensure we are accessible to, and cater for, all sectors of the community, particularly focussing on those groups currently underrepresented. In order to ensure we can meet the needs of all the users, we will seek financial support from organisations supporting Slough residents.

3. A community leader

Burnham Park Hall is proud to be at the centre of the community, both as a physical meeting point in the village centre, and as a central hub hosting many community groups and activities. Given its influential position, and being part of the Parish Council, Burnham Park Hall has an important role in setting a good example of social responsibility. This thread will run through all our functions - the events we organise, the activities we host, how we treat our staff, how we work with other businesses and organisations, and our impact on the environment.

4. Providing value for money

Burnham Park Hall is a social enterprise, established to meet the needs of the local community. As such, the aim is to give back to the community through either a social or financial dividend, and preferably both. To achieve this, every activity the Hall undertakes should either be to provide a financial profit, or enhance the health, vibrancy, or social cohesion of the community. Where there is a clash between potential uses, we will assess each against the overall benefit, both financial and social, to the community. The social benefits of the Hall should never be compromised by a drive to achieve financial profit, nor should the desire to create a vibrant community venue prevent us from seeking best value at all times.



BPH
BURNHAM PARK
HALL

BURNHAM PARK HALL



Introduction



Our mission:

*Improving the wellbeing and social cohesion of our community,
by providing sustainable, accessible, and high quality spaces and events*

Welcome to Burnham Park Hall's Strategic Plan 2020.

The strategy sets out our vision, values, and aims, together with our key objectives and actions for the next ten years.

Background



Burnham Park Hall is a social enterprise owned by Burnham Parish Council, run by its General Manager for day to day operations, and overseen by the Parish Clerk and a committee of the Parish Council, the Burnham Park Management Committee.

The current Hall was opened in 2010, entirely replacing the original building dating from 1965. The design of the new building brought about a change in function, moving away from a traditional village hall model towards more flexible, multi-functional spaces, along with a café, bar, meeting rooms and offices.

For the past ten years, the Hall has been developing and adapting to find its role within the community. Under its current management it has become a vibrant community hub. As well as being available for a wide range of events

In numbers

In the past ten years, Burnham Park Hall has gone from strength to strength. Here's a snapshot of where we are now.

The number of exercise, yoga, and dance classes, tuition, children's activities, events and other activities on offer to the public each year

1,800

7

Permanent staff, plus a pool of 20 or so casual caretakers and hospitality assistants, supported by other Parish Council staff, the Management Committee and volunteer support at events

Estimated attendance

2000

£350,000

Annual turnover from all sales, including £100k in annual bar sales, £60k cafe sales, £175k from hires, and £15k from other income

Number of cups of tea and coffee sold each year in our cafe

6,000

60,000

The estimated total number of people through our doors every year

SWOT Analysis

S

STRENGTHS

- Multipurpose / flexible spaces
- Trusted brand
- Strong links to the community
- Good team of staff with low turnover
- Attractive building and setting
- Located in the physical centre of the community
- Free parking
- A broad offering
- Financial backing of the Council
- Affordable and accessible offering
- Good client retention
- Lots of volunteer support

W

WEAKNESSES

- High community expectations
- Awkward building layout
- Expensive to run
- Ageing technology
- Poor build quality
- Small main hall capacity
- Lack of private grounds
- Antisocial behaviour
- Lack of sufficient car parking
- Council structure can hamper progress
- Though flexible, does not excel in one function
- Lack of storage space

O

OPPORTUNITIES

- Organise more off-site events
- Continue improving BPH as a brand
- Maximising room usage
- Running off site facilities
- Greater links with the High Street
- More student and volunteer involvement
- Expand parking
- Better communication on financial reporting

Our values

SERVING

Serving the community

Listening to our current and potential users, to provide a wide range of activities and events to cater for our diverse range of beneficiaries

INCLUDING

An inclusive space

Providing an accessible, welcoming, and inclusive space that meets for the needs of our users, and recognises that they are from both Burnham and beyond

LEADING

A community leader

Setting a good example to others by being environmentally-conscious, valuing our staff,

1. Serving the community

PRINCIPLE & AIM

Burnham Park Hall and the local community are inextricably-linked. We would not exist were it not for the support of our residents and users and, equally, the community would be a much poorer place without the facilities and activities of the Hall. It is therefore crucial that we work hand-in-hand with the community to make sure we understand their needs, and that the services we provide meet those needs. To do so, we need to ensure we have in place the mechanisms to listen to the community's views, and the resources to respond to them.

OBJECTIVES

1.1 Community-led decision making

Include community members and other stakeholders within our decision-making processes, including event committees

1.2 Social media and press

Broaden our social media and press engagement to help interact more with our community

1.3 Evaluation and feedback

Employ more evaluation and feedback tools to find out what our users think are working

2. An inclusive space

PRINCIPLE & AIM

Burnham Park Hall was established to serve all the community, and our work is supported through a Parish Council subsidy. The position of the Hall close to the boundary with Slough means that we draw a large number of our users and beneficiaries from over the county border. We will support the needs of all those who wish to use the Hall, and will not discriminate based on a user's address. However, we will also strive to ensure we are accessible to, and cater for, all sectors of the community, particularly focussing on those groups currently underrepresented. In order to ensure we can meet the needs of all the users, we will seek financial support from organisations supporting Slough residents

OBJECTIVES

2.1**Accessibility**

Ensure our building meets the highest standards of accessibility for those with disabilities, young children, and the elderly

2.2**Broadening our scope**

Analyse our user demographics and compare against our community to identify sectors of the community which may not be catered for

2.3**Vulnerable groups**

Ensure the mix of activities provides opportunities for children, teenagers, the elderly, and other sectors of the community who might benefit most from our services

3. A community leader

PRINCIPLE & AIM

Burnham Park Hall is proud to be at the centre of the community, both as a physical meeting point in the village centre, and as a central hub hosting many community groups and activities. Given its influential position, and being part of the Parish Council, Burnham Park Hall has an important role in setting a good example of social responsibility. This thread will run through all our functions - the events we organise, the activities we host, how we treat our staff, how we work with other businesses and organisations, and our impact on the environment.

OBJECTIVES

3.1

Energy efficiency

Continuously improving our energy efficiency to reduce the Hall's carbon footprint; maximise the energy we feed back to the grid; and reduce costs

3.2

Sustainability

Ensure we source all products where possible from sustainable sources, that waste is disposed of responsibly, with as much recycled as possible

3.3

Healthier lifestyles

Encourage our users to adopt a healthier lifestyle, with attractive nutritious food options,

4. Providing value for money

PRINCIPLE & AIM

Burnham Park Hall is a social enterprise, established to meet the needs of the local community. As such, the aim is to give back to the community through either a social or financial dividend, and preferably both. To achieve this, every activity the Hall undertakes should either be to provide a financial profit, or enhance the health, vibrancy, or social cohesion of the community. Where there is a clash between potential uses, we will assess each against the overall benefit, both financial and social, to the community. The social benefits of the Hall should never be compromised by a drive to achieve financial profit, nor should the desire to create a vibrant community venue prevent us from seeking best value at all times.

OBJECTIVES

4.1

Measuring social benefit

Create a set formula for assessing events against measures of social benefits and impact

4.2

Recovering our costs

Ensuring cost recovery where possible, whilst attracting those hires that help us best achieve our values. For income to cover all running costs by 2024

4.3

Maintaining our assets

Ensure the Hall is maintained to a high standard, through a comprehensive programme of planned maintenance. Maintain sinking funds to ensure continued investment

Action Plan

1. Serving the community

- At least one non-councillor on every event committee
- Implement a press and media strategy
- Refresh What's On guide and improve production values
- Implement user feedback surveys for hirers, cafe users, and event attendees
- Increase Community Entertainment Fund to £10k by 2023
- Recognise the community's support through 10th anniversary celebrations
- Launch strategic plan by January 2020
- Implement a community engagement strategy

2. An inclusive space

- Carry out an access audit for the disabled users / those with children
- Carry out research into user demographics across all functions
- Review the mix of activities to identify any underrepresented groups
- Implement funding strategy
- Annual pricing review to ensure balance of affordability and cost recovery
- Review website to ensure it is accessible and in line with WCAG guidelines

3. A community leader

- Implement an environmental policy
- Carry out a review of products and suppliers to ensure ethically sourced

4. Providing value for money

- Achieve 10% of income from grants and donations by 2022
- Maintain rolling 10 year fund for major maintenance projects

