

Burnham Parish Council
Minutes of the Burnham Park Management Committee

Minutes of the meeting of the Burnham Park Management Committee held on 16th January 2024 at 6:30pm in Burnham Park Hall.

Committee members present:

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| Cllr Alexa Collins (Chair) | Cllr John Carey (Vice Chair) | Cllr Pat Bird |
| Cllr Marie Hammon | Cllr Carol Linton | Cllr Graham Mummery |
| Cllr Ekta Kaur Ross (until 7.10pm) | Cllr Jackie Slater | Cllr Trevor Stewart |

In attendance:

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| Councillor: | Cllr Terry Gamble |
| Officers of the Council: | Steve Milton – Locum Parish Clerk Alex Thame - BPH General Manager |

(BPH)

Members of the Public 2

BP24/01. Apologies

No apologies were received.

BP24/02. Declarations of interest

Cllr Trevor Stewart declared an interest as a member of the band the PFJ who were occasional hirers of the hall. Cllr Stewart left the meeting and took no part in the discussion of the matter set out under minute BP24/08 below.

BP24/03. Public Forum

John Senior of the Burnham Community Association, spoke in support of the proposal to allow the Association to base their minibus in the staff car park at the hall (see minute BP24/12 below).

BP24/04. Minutes

RESOLVED: that the minutes of the meeting held on 7th November 2023 be approved as a correct record and signed by the Chair.

BP24/05. Finance Reports

The BPH General Manager reported a significant increase in bar takings over the previous period, although the café income was still running well below forecast. NNDR costs were below forecast, and the BPH General Manager undertook to examine the reason for this, which may be due to Covid 19 relief arrangements. The budget showed a predicted loss on operation costs of c£150k for 2023/24. Other factors impacting on the income and expenditure account included higher utility costs and lower income from promoted events. Members questioned the repayments on the PWLB loan and the BPH General Manager explained that this may be due to repayment dates, but he would seek advice from the Finance Manager. Members expressed concern at the level of loss predicted and requested further proposals to reduce the annual deficit.

RESOLVED: that a detailed breakdown of income and expenditure be submitted to the next meeting of the Committee and that the Locum Clerk be asked to work with the BPH General Manager to examine ways of reducing the annual budget deficit.



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BP24/06. Events & Hire

The Committee considered the report of the BPH General Manager.

- (a) **Band Night:** The BPH General Manager reported that additional marketing had been undertaken to promote the programme of concerts, but that overall this had not increased footfall significantly. To provide greater variety in the hall programme, he proposed that one of the forthcoming band nights be switched for a themed disco. He felt that the market for band nights was beginning to decline, mainly due to its lack of variety and the impact of the economic downturn. Members supported the BPH General Manager's proposal.
- (b) **Light up the Village:** The BPH General Manager reported that the public entertainment licence would be submitted in the coming days. The Lions had asked the Council to fund the cost of the event DJ and compere at c£400 and this would impact on the profit and loss account for the hall. Members agreed that the cost of the DJ should not be shown as a cost to the hall and it was:

RESOLVED: that the Council agrees to fund the cost of the DJ for the Light up the Village event and that the costs be allocated to the events or grants budget codes in order to mitigate the impact on the hall budget.

- (c) **The Santa Show:** The BPH General Manager reported that attendance at the Christmas event and market had been good, and the income generated was in the region of £1,500. The Chair mentioned that some income had been miscoded and that in future all income should be made through the till to ensure accurate reporting. Members considered the idea of holding a pantomime in 2024/25 to add variety to the annual programme. The BPH General Manager undertook to bring proposals to a future meeting.
- (d) **New Year Party:** The BPH General Manager reported that the party had sold out and that the event had achieved break-even. The Chair questioned why a photographer had been hired. The BPH General Manager explained that this was to increase publicity on social media and that the costs had been incurred to digitally edit and enhance photos for that purpose.

The BPH General Manager presented a list of forthcoming hires. Members noted that a significant number of regular hirers had not returned following C19, including the DVLA speed awareness training which had moved online. Members noted that there was an urgent need for more profitable private hires and that increased marketing was needed to raise awareness of the excellent facilities on offer. Members further noted that elections were due to be held during 2024 and that these were lucrative for the hall and should help boost income.

BP24/07. Future Events

The Committee noted the forthcoming events:

- (a) **St Georges Day Beer Festival:** the event was scheduled for 27th April from 4.00pm to midnight, with four live bands performing, including the winners of the 'Burnham Rocks' competition. The Chair asked if local businesses could be approached to sponsor a keg of real ale in return for their brand being displayed at the event and in marketing material. The BPH General Manager agreed to seek sponsorship.



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RESOLVED:

- (1) that the 2024 beer festival be supported and that, as in previous years, Andy Webb be invited to provide sound and compere services for the event;
- (2) that beer keg sponsorship be sought from local businesses; and
- (3) That the last band performance finish by 11.30pm, ahead of the event close, to minimize noise disturbance for nearby residents.

(b) **Fireworks 2024**

The BPH General Manager updated members on the 2023 event and presented options for 2024. Overall, the 2024 event was a success with a good turnout and Alex was thanked for his hard work. Members considered that there were elements of the event that should be improved if the event was to go ahead again in 2024 including security, volunteers, staffing levels and main contractor. Subject to this, Members supported the continuation of the firework display, and it was:

RECOMMENDED TO COUNCIL: that the Council agrees to promote a firework display in 2024 on either 2nd or 9th November, with a new main contractor and a maximum contract budget of £3,000.

BP24/08. Burnham Park Hall Hire Rates and Charges

The Committee considered the BPH General Manager's report (previously circulated) setting out proposed charges for 2024/25. Members noted that hire charges had not been raised since 2016, and this was impacting on hall income and overall profitability.

RECOMMENDED TO COUNCIL: that the deposit scheme and charges for private hire and new bookings at the hall be as set out in the BPH General Manager's report and that charges and discounts for regular hirers be reconsidered by this Committee at its next meeting with the BPH General Manager's analysis of the regular booking charges structure.

BP24/09. Marketing & publicity

The BPH General Manager reported that social media performance rates had reached their highest level in the last two months, with more views and engagement with promotional content. Members welcomed the improved marketing impetus on social media, and it was:

RESOLVED: that an advertisement be placed in a future edition of The Roundabout magazine highlighting the excellent facilities available at the hall.

BP24/010. Building & Equipment Maintenance

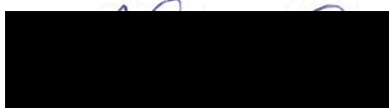
The Committee noted those items of regular maintenance that had been identified for action, and that the team was working to undertake these works in the coming weeks and months.

BP24/011. Eco-audit and green strategy

The Committee deferred consideration of this matter pending submission of a full report to the next meeting.

BP24/012. Burnham Community Association – Parking for Mini Bus

The Committee considered a request from the BCA to park the minibus in the Burnham



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Park Hall Car Park. The BPH General Manager reported that he had identified an available space along the service road at the rear of the staff car park that could be used, subject to BCA being aware that the car park is locked after 8.00pm each day and at weekends. The Chair allowed John Senior of the BCA to address the meeting and he explained that mainly the minibus was used between 10.30am and 4.00pm on various weekdays to transport elderly residents to and from events and activities. He indicated that, if needed for weekend events, the bus could be stored off site and that BCA would take full responsibility for any such arrangements.

In connection with this matter, the BPH General Manager reported that standing water in the car park would be the subject of a drainage survey and remedial measures identified. He had arranged for leaves to be removed from one blocked drain and this had improved the situation.

RESOLVED: that the proposal to site the BCA minibus on the service area at the rear of the hall be agreed subject to the agreement of details by the Locum Clerk and BPH General Manager.

The meeting closed at 8.30pm

Date of next meeting: Tuesday 27th February 2024

Signature: _____ Date: _____



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