

BURNHAM PARISH COUNCIL

Minutes of the Burnham Park Management Committee held on 24th June at 6:30pm
in Burnham Park Hall.

Committee members present:

Cllr Marie Hammon (chairing to item BP2526/06)
Cllr Alexa Collins (in attendance and chairing from item BP2526/07)
Cllr John Carey
Cllr Pat Bird
Cllr Graham Mummery
Cllr Cole Caesar
Cllr Terry Gamble (reserve member)

In attendance: Cllr Zoe Gardiner Cllr Jane Wallis Cllr Carol Linton

Officers of the Council: Adam Killea (Parish Clerk)
Sharon Smith (Hall Manager)

Members of the public: 0

The meeting opened at 1833.

In the absence of the acting Chair, it was **RESOLVED** that Cllr Hammon would chair the meeting.

BP2526/01 Election of Chair

It was **RESOLVED** to elect Cllr Ekta Kaur Ross as Chair of the Burnham Park Management Committee for the 2025-26 municipal year.

As the new Chair was absent, Cllr Hammon remained in the chair.

BP2526/02 Election of Vice Chair

It was **RESOLVED** to elect Cllr Jackie Slater as Vice Chair of the Burnham Park Management Committee for the 2025-26 municipal year.

As the new Vice Chair was also absent, Cllr Hammon remained in the Chair.

The committee expressed their thanks to former Cllr Stewart and Cllr Collins for their work running the committee.

BP2526/03 Apologies for Absence

Apologies for absence were received from Cllrs Kaur Ross and Slater.

Apologies for late arrival were received from Cllr Collins.

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

BP2526/04 Declarations of Interest

No declarations were received.

BP2526/05 Public Forum

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

BP2526/06 Minutes

It was **RESOLVED** to approve the minutes of the Committee meeting of 8th April 2025.

Cllr Collins arrived during this item. It was **RESOLVED** that Cllr Collins take the Chair for the remainder of the meeting.

BP2526/07 Finance

It was **RESOLVED** to accept and approve the end of year accounts and budget monitoring report for the committee for 2024-25.

It was **RECOMMENDED** to the Policy and Resources Committee and Full Council to vire £12,500 from the Hall Salaries Budget to the Hall Wages (Casuals) budget for 2025-26.

BP2526/08 Hall Manager's report

The written report was **NOTED**.

The Clerk drew members attention to the excellent work done on the new exit gate from the courtyard. They further passed on a message of thanks from Cllr Slater and the Royal British Legion for the VE Day 80 events. The committee added their thanks to all those involved in the VE Day 80 celebration.

BP2526/09 Sustainability, ecology and climate emergency

The Clerk reported that there was a meeting of the eco group on 25th June which would be reviewing the eco to do lists. The current list was **NOTED**.

BP2526/10 Burnham Park Hall Strategic Plan

The feedback from the public consultation was **NOTED**.

It was **RESOLVED** to approve the draft hall mission statement and values.

The next steps in the process, with a draft strategic plan coming to the next meeting of the Committee, were **NOTED**.

BP2526/11 Commercial animals at events

The written report was **NOTED**.

Cllr Gamble questioned whether the use of reindeer raised any elk and safety issues.

It was **RESOLVED** to continue the use of reindeer at the Christmas Event, subject to the Hall Manager being satisfied as to the licensing status and animal welfare standards and care given by the company used, and any other requirements under council policy.

It was **RECOMMENDED** to the Policy and Resources Committee to consider a general policy regarding the use of animals for Council events, or events given grant support by the Council, or taking place on council land or premises. The policy to allow such use subject to appropriate welfare standards, siting, licensing, and insurance, and any other points of relevance; and to state that live animals cannot be given as prizes.

BP2526/12 General risk assessment

The General Risk Assessment for 2025 was **NOTED**.

BP2526/13 Heating, ventilation and air-conditioning (HVAC)

The written report was **NOTED**.

The Clerk and Hall Manager updated the meeting that the air conditioning had been restored, and was now functioning, although there remained parts of the system needing repair or close to the end of their working life.

It was **RESOLVED**:

- a) 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 commercially sensitive quotes for work.
- b) to invite Councillors not on the committee to remain for this item.

It was **RESOLVED** to instruct the Clerk and Hall Manager to:

- a) bring a further full report and recommendations, to either the Committee or Full Council, as soon as practicable;
- b) consult Cllrs Collins, Carey, Wallis, and Mummery whilst carrying out investigations, calling meetings as an ad hoc working group if appropriate.

The Clerk advised that under financial regulations expenditure from capital funds had to go through the Policy & Resources Fund. The Chair stated that the HVAC fund was an accrued revenue fund rather than a capital fund.

It was **RESOLVED** to approve the expenditures for further investigatory work on HVAC options and the hire of temporary HVAC equipment to cover the interim period to be taken from the HVAC fund.

The meeting ended at 19:46

Date of next meeting: Tuesday 9th September 2025 (1st budget meeting)

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

Period From: Month 1, April

Year: 2026

Department: 2, 3, 4, 5, 6

Period To: Month 3, June

BPMC

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income <i>Room hire Events</i>	44,385.16	60,784.98	(16,399.82)
<i>Bar</i>	<u>44,385.16</u>	<u>60,784.98</u>	<u>(16,399.82)</u>
<i>Cafe</i>			
<i>See notes</i>			
Purchases			
Purchases	6,854.48	10,999.98	4,145.50
	<u>6,854.48</u>	<u>10,999.98</u>	<u>4,145.50</u>
Direct Expenses			
Mileage	0.00	12.48	12.48
Clothing	0.00	62.49	62.49
Event Staff <i>zero hours staff</i>	8,427.10	10,624.98	2,197.88
Event Promotion <i>notes</i>	(485.46)	375.00	860.46
Entertainment <i>notes</i>	462.06	3,249.99	2,787.93
Licences	842.50	655.00	(187.50)
Equipment Hire	186.19	499.98	313.79
Laundry	203.91	99.99	(103.92)
	<u>9,636.30</u>	<u>15,579.91</u>	<u>5,943.61</u>
Gross Profit (Loss):	<u>27,894.38</u>	<u>34,205.09</u>	<u>(6,310.71)</u>
Overheads			
Salaries <i>notes</i>	26,233.67	31,789.50	5,555.83
Training	0.00	249.99	249.99
Property Maintenance & <i>notes</i>	17,618.08	14,499.99	(3,118.09)
Bank Charges	227.43	437.49	210.06
Rates & Council Tax	17,714.50	18,500.00	785.50
Refuse	737.75	874.98	137.23
Utilities	12,871.39	15,000.00	2,128.61
Equipment repairs & renewal	681.66	1,249.98	568.32
PWLB Loan Repayment	2,416.71	2,416.71	0.00
PWLB Interest Repayment	23.44	23.44	0.00
Bad Debt Write Off	0.00	24.99	24.99
Health and Safety	1,235.00	1,500.00	265.00
HVAC Repair Fund <i>notes</i>	(137,005.45)	(136,622.35)	383.10
	<u>(57,245.82)</u>	<u>(50,055.28)</u>	<u>7,190.54</u>
Net Profit (Loss):	<u>85,140.20</u>	<u>84,260.37</u>	<u>879.83</u>

Burnham Park Management Committee (BPMC)

Commentary

The overall profit and loss figures appear to show the committee's position to be about £1,000 better than expected. However this does not represent the full true picture.

This is again affected by salaries. Whilst most of the hall staff are not on national terms and therefore receive their annual pay rise in April, there has been a saving on the on-costs of the staff member moved from permanent to zero hours (see further below).

There are several other points to note from the committee's accounts, which show that the budget position of this committee is a little poorer than hoped:

- Hall income is significantly down overall largely because bar and cafe income are much lower than expected. It is anticipated that this will continue over the year and that these items have been overbudgeted. Hall hire is around £2,000 better than expected, partly due to revenue from filming in July which has already been paid, but this is a far smaller sum.
- Expenditure on bar and café is also lower than expected, although again not sufficiently to compensate for the above.
- It was agreed to vire funds from salaries to casual staff, as one permanent member of staff asked to move to a zero-hours contract. There will still be a small saving in salaries as the on-costs for this staff member were not vired. Furthermore, we are currently around £2,000 under budget on the (increased) casual staff budget. Some of this, but not all, will be taken up by annual holiday pay for zero hours staff in January, but there is still a good chance of this coming in under budget for Hall staffing over the full year.
- Event promotion is currently showing a negative spend because bunting costs, paid in March, were refunded from another budget in April. That said, event promotion costs are currently being kept well controlled and are likely to come in under budget for the year.
- Entertainment is also currently well under budget. A larger spend in the run up to Christmas is likely, but this is still expected to come in under budget for the year.
- Property maintenance is currently over budget, although this is largely due to two significant one-off projects in the first quarter: the drains work / paving improvements, and the new gate into the courtyard. Over the year this budget heading is expected to be roughly to budget, especially now that HVAC costs are being taken from a separate budget.
- The HVAC fund is showing a huge income, because the full fund has been transferred from being a capital reserve. The current state of the fund is explained further in the additional sheet.

Overall summary

Therefore, it is probably most accurate to say that the overall BPMC budget position after Q1 is a slightly worse than expectations, due largely to the performance of the Hall bar and café, and this is expected to be sustained over the year.

Reserves

Earmarked Reserves

2025 1st Quarter:

April 2025 - June 2025

	Opening Balance 01.04.25	Income/Accruals 2025/26	Expenditure 1st Q	Balance 30.06.25	Notes	Responsible Committee
GPMG Improvement Fund	£16,987.34	£0.00	£0.00	£16,987.34	Will be topped up with parking income. Up to £2,000 committed to solar insulation.	R & A
Tractor & Mower Fund	£65,969.89	£1,249.98	£0.00	£67,219.87	£5k total accrual for year. No replacements anticipated this year.	R & A
Election Fund	£12,000.00	£999.99	£0.00	£12,999.99	£4k total accrual for year, 2025 election bill is £3,716 (low, as all elections uncontested; will be billed in August)	P&R/FC
Capital Projects	£5,065.61	£0.00	£0.00	£5,065.61	No top up this year. Expenditure may be needed for Pond.	P&R/FC

Ring Fenced Reserves

Land Securities High Street Fund	£6,873.04	£0.00	£0.00	£6,873.04	Likely to run out this year; discussion during budget process on ways forward	P&R/FC
Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	Costs to be funded from CIL, as grant funding now spent	P&R/FC
Burnham Rocks Project	£7.46	£0.00	£0.00	£7.46		BPMC
Playground Fund	£5,035.07	£750.00	£0.00	£5,785.07	£3k total accrual for the year	R & A
Community Infra Structure - (CIL)	£78,854.18	£0.00	£0.00	£78,854.18	See below	

Committed / anticipated CIL Spend						
Solar streetlights project	Up to £15,000				Likely to be under budget	R&A / Eco
Littlecommon YSI sign grant	£1,000					P&R/FC
Neighbourhood plan costs	tbc				Costs should not be high, as Bucks pays for examiner and referendum. Estimate £2-3k for consultant advice	P&R/FC

Accrued revenue account

HVAC Fund	£139,622.35	£20,000.00	£2,616.90	£157,005.45	£20k added from 2025-26 budget. Potentially further large expenditures this year.	BPMC
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Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 4, July

Year: 2026

Department: 2, 3, 4, 5, 6

Period To: Month 4, July

BAME month 4 (July)

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	12,337.02	20,561.66	(8,224.64)
	<u>12,337.02</u>	<u>20,561.66</u>	<u>(8,224.64)</u>
Purchases			
Purchases	1,855.53	3,666.66	1,811.13
	<u>1,855.53</u>	<u>3,666.66</u>	<u>1,811.13</u>
Direct Expenses			
Mileage	0.00	4.16	4.16
Clothing	0.00	20.83	20.83
Event Staff	3,353.33	3,541.66	188.33
Event Promotion	0.00	125.00	125.00
Entertainment	0.00	1,083.33	1,083.33
Licences	52.50	395.00	342.50
Equipment Hire	0.00	166.66	166.66
Laundry	0.00	33.33	33.33
	<u>3,405.83</u>	<u>5,369.97</u>	<u>1,964.14</u>
Gross Profit (Loss):	<u>7,075.66</u>	<u>11,525.03</u>	<u>(4,449.37)</u>
Overheads			
Salaries	11,547.88	10,596.50	(951.38)
Staff Welfare	130.00	0.00	(130.00)
Training	341.22	83.33	(257.89)
Stationery	37.21	0.00	(37.21)
Property Maintenance &	3,240.31	2,833.33	(406.98)
Bank Charges	80.51	145.83	65.32
Refuse	257.40	291.66	34.26
Utilities	3,935.23	4,500.00	564.77
Equipment repairs & renewal	0.00	416.66	416.66
Bad Debt Write Off	0.00	8.33	8.33
HVAC Repair Fund	0.00	2,000.00	2,000.00
	<u>19,569.76</u>	<u>20,875.64</u>	<u>1,305.88</u>
Net Profit (Loss):	<u>(12,494.10)</u>	<u>(9,350.61)</u>	<u>(3,143.49)</u>

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

Period From: Month 1, April

Year: 2026

Department: 2, 3, 4, 5, 6

Period To: Month 4, July

BPMC months 1-4 (April-July)

Chart of Accounts: Chart of Accounts

		<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income						
Income	<i>Cage Bar down</i>	56,722.18		82,846.64		(26,124.46)
		<u>56,722.18</u>		<u>82,846.64</u>		<u>(26,124.46)</u>
Purchases						
Purchases		8,710.01		14,666.64		5,956.63
		<u>8,710.01</u>		<u>14,666.64</u>		<u>5,956.63</u>
Direct Expenses						
Mileage		0.00		16.64		16.64
Clothing		0.00		83.32		83.32
Event Staff	<i>Holiday pay to come</i>	11,780.43		13,666.64		1,886.21
Event Promotion		(485.46)		500.00		985.46
Entertainment		462.06		4,333.32		3,871.26
Licences		895.00		1,050.00		155.00
Equipment Hire		186.19		666.64		480.45
Laundry		203.91		133.32		(70.59)
		<u>13,042.13</u>		<u>20,449.88</u>		<u>7,407.75</u>
Gross Profit (Loss):		<u>34,970.04</u>		<u>47,730.12</u>		<u>(12,760.08)</u>
Overheads						
Salaries	<i>Backdated pay rise months 5</i>	37,781.55		42,386.00		4,604.45
Staff Welfare		130.00		0.00		(130.00)
Training		341.22		333.32		(7.90)
Stationery		37.21		0.00		(37.21)
Property Maintenance &		20,858.39		17,333.32		(3,525.07)
Bank Charges		307.94		583.32		275.38
Rates & Council Tax		17,714.50		18,500.00		785.50
Refuse		995.15		1,166.64		171.49
Utilities		16,806.62		17,500.00		693.38
Equipment repairs & renewal		681.66		1,666.64		984.98
PWLB Loan Repayment		2,416.71		2,416.71		0.00
PWLB Interest Repayment		23.44		23.44		0.00
Bad Debt Write Off		0.00		33.32		33.32
Health and Safety		1,235.00		1,500.00		265.00
HVAC Repair Fund	<i>More from capital</i>	(137,005.45)		(134,622.35)		2,383.10
		<u>(37,676.06)</u>		<u>(31,179.64)</u>		<u>6,496.42</u>
Net Profit (Loss):		<u>72,646.10</u>		<u>78,909.76</u>		<u>(6,263.66)</u>
	<i>Disregarding HVAC</i>	<i>-64,359.35</i>		<i>-55,712.59</i>		

Hall General Managers' report.

BPMC Tuesday 9th September 2025.

The weeks since the last meeting have been busy at the hall, and a lot has happened. Please see below my report with the updates:

a. Health & Safety / building

Health and Safety

Fire marshal training – The hall staff, groundsmen, council office, and learn to Dance members all completed their fire marshal training and have received their certificates. It was a good day, and I think I can speak for everyone when I say that we learnt a lot.

Fire drill – After our fire training, we also had the fire alarm go off unexpectedly. This was luckily a false alarm, but it was fortunate as it let us use our newly learnt skills. Everyone evacuated calmly, and the staff all worked together.

Health and safety training - Adam and I have completed a Health and Safety course, and I am pleased to say that I am now also a qualified 'competent person' for the Council, focusing on the hall. I will also be setting up a training programme for all the hall staff to follow to ensure that everyone is fully trained to perform their duties.

Fire policy – Adam and I have also reviewed the fire policy in addition to the strategic plan, and more will be discussed on this matter later at the meeting.

Fire doors – The previous fire risk assessment advised that intumescent strips should be added to the doors, as I previously reported. However, there are no markings or information on the specifications of the doors, so before we proceed with a costly process to add the strips, we are having a fire door inspection. This should tell us all the information needed to make a better-informed decision on the doors.

Automatic doors – On their last service, it was brought to our attention that the barriers on either side of the doors are no longer compliant due to a change in regulations. After discussing this with our health and safety advisors, they have confirmed that this is correct, and I will be seeking different quotes to bring to the council.

Maintenance

Spreadsheet – We now have a working spreadsheet to log all the maintenance jobs around the hall. This is so we can monitor actions needed, and I can work with the caretakers to have them completed in a timely manner.

SKY Lights – We had one in the clerk's office that did not work, and one in the BHPT office that also stopped working. These have now been fixed, and I do not have the words to express how happy the Clerk was to finally be able to open their's!

HVAC – We currently have aircon and Image Creations has conducted the full service of the equipment; this was agreed in consultation with the councillors appointed at the last meeting. Image Creation have highlighted areas of concern and have been currently sourcing the quotes to give us a full cost to have current assets repaired or replaced. This is on the agenda as a separate item. This company has been very helpful, hands on and has visited the site on numerous occasions, with the only cost so far being the service.

Phone lines – We have been informed that analogue systems are being made redundant and new lines need to be installed for the intruder and lift alarm. The intruder alarm is already complete, and the lift line is forthcoming.

Paxton System – This system is what is used to programme the door key cards for staff to gain access to the site. This has not worked since I took the position, and I have been working with IT Mighty (our IT company) to have this software reinstalled. I have managed to get the programme free of charge and hope to have this up and running shortly.

Windows – After going back and forth with the current window cleaning company to have all the windows cleaned, I have now instructed a local cleaner instead. Walshy windows have completed a clean of all windows apart from the ones on the roof, as a cherry picker is needed to reach that height. He has completed a great job, especially the sky windows along the café corridor. He will now clean the downstairs windows on a monthly basis.

We are also continuing to improve the hall by cleaning the walls and areas that need attention

b. Staffing

We currently have a caretaker signed off sick by the doctor. They know that we support them and look forward to their return.

One of our bar staff handed in their notice as they felt they could no longer continue, and decided they missed us so much that they wanted to come back.

The Clerk and I have agreed that the closure days this year will be Tuesday, 23rd December to Thursday 1st January inclusive, reopening on Friday 2nd January.

Other staffing matters will be discussed at the meeting.

c. Lettings

We have taken some new bookings for the Huntercombe hall starting in September, which include a Yoga class for 2 hours per week and a Sound and song music class for an hour a week.

I do recommend that the committee strongly considers increase the hire charges, as it has been some years since the last increase and this is part of making the hall more financially viable. This does need to be balanced with not making the increase so large as to put off bookers.

Summer fete – We were very pleased to have cold beer and cider in the field on the day, as the weather was very very hot!! Everyone loved it and I am currently working on getting the mobile bars chiller fixed as we rented one for this occasion for £100.

P&L Summary								
Event	Bar	Total income	Bar stock*	Chiller	BCA Donation	Staff	Total Costs	Profit /Loss
Summer fete 2025	1,074.66	1,074.66	358.22	100	75	245.7	778.92	295.74
Total		1,074.66					778.92	295.74
* Estimated as 1/3 of sales								

Aug 2025 Events P&L summary								
Event	Bar	kitchen	Total income	Bar stock*	Performers	Staff	Total costs	Profit / loss
Horizon band night	2,166.90	18.75	2,185.65	722.30	480	208	1,410.20	775.45
Total			2,185.65				1,410.20	775.45
* Estimated as 1/3 of sales								

Victory in Japan anniversary – we also marked the occasion in collaboration with Burnham RBL and had a 2-minute silence at the memorial. Everyone was then invited into the hall for tea, coffee, cake, and biscuits. The treats were kindly donated by the Tesco community champion board.

Upcoming events

September 5th – Back to the 80's!! We have NEON DAZE performing that evening, our kitchen will be open, and we will also be launching our first vinyl record fair in collaboration with Andy Webb

October 3rd – Back to the 70s!!! we have Graffiti Child performing, and our kitchen will be open.

October 10th – Comedy night is back!! Laughter Craft Comedy will be hosting the evening with 3 new comedians. The ticket price is £15 and is available from the ticket source.

October 31st – Halloween party!! We will be hosting a party, and I have booked DJ Ace to spin the wheels of steel. There will be a prize for the best dressed!!

November 7th – Dizzy fish band night and our kitchen will be open!

November 28th - Band night with The Heathrow Jets. I have it on good authority that this band is popular and has a good following. Our kitchen will also be open that evening.

December 6th - IT'S CHRISTMAS!!!! As last year worked so well, we are going with the same format. Sing 4 you choir, the reindeer and Santa are booked, and we already have the presents and some decorations. The mobile bar will be in the foyer, selling hot drinks and mulled wine, and I'm currently seeking a sponsor for the event.

December 20th – He's behind you!!! No, not really, but the panto has been booked!!

e) Any other matters of relevance.

Hall strategic plan – I have been working with Adam to update the strategic plan for the hall, which is coming to this meeting.

Sharon Smith

Hall Manager, 2nd September

Burnham Park Hall/Events 'Green to Do List' (updated 12.08.25)

Live list

Burnham Park Hall		
Replace electric heaters with infra-red	Retain	
Investigate thermal capacity of the building	Investigating	Part of BMS system
Turn off heating when rooms are not in use (zoning)	Investigating	Part of BMS system
Consider enclosing the porch area to create a lobby on both entrance doors	Retain	
Draft proof door to ceiling void in Dropmore	In progress	Approved by BPMC
Draft proof door to managers office	In progress	Approved by BPMC
Ensure freezer set to – 18 and fridge set to 5 degrees	Prioritise	
Replace remaining lamps with LED for areas in high use	Prioritise when redecorating Dropmore Room	PB/JW seeking information on rough estimate of costs
Replace lamps as needed with LED for areas in low use	Review when replacing	
Install motion sensor light in kitchen	Retain	
Find alternative for plastic cake packaging	Retain	
EV Charging in car park	On hold - retain	No offer Spring 25 – will review Autumn 25

Commented [C1]:

Standard practice, but kept 'live' to keep reminding staff

Close doors when heating/air con being used	Standard practice	
Ensure air con is turned off when rooms are vacated	Standard practice	

Completed Actions

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	
Check underfloor heating is functioning correctly	Done	Wasn't fully working; now repaired.
Use reusable crockery where possible	Done	
Switch to recycled toilet paper	Done	
Switch to recycled napkins	Done	
Sell branded re-useable cups	Done*	
Encourage event organisers and vendors to - offer plant-based options - offer recycled or recyclable packaging - recycle - avoid disposable products where possible consider food miles use tap water rather than bottled	Done	Now on BPH website

* Reusable cups being sold (which is the eco part) – not yet branded; will investigate that.

Quotes for water fountains

Model: https://www.washwareessentials.co.uk/drinking-fountains/combination-drinking-fountain-and-bottle-filler?srsltid=AfmBOopP75NjYOd1dIT_atACA1qnp1AA1OoMLK0GYT4zXnj1bzBSDXmkzAY

Inside the hall (opposite Village Project photo - BPMC)

To fit customer supplied water fountain on a flat wall - needs piping up behind the boxed area of the toilet.

Parts allowance: £ 120.00 + vat

Labour: £ 400.00 + vat

Water fountain: £213 + VAT

Total cost: £ 733.00 + vat

Budget: could come from 'BPH equipment purchase' or 'BPH property maintenance'.

Outside Jennery Lane (R&A)

Pipework will need running inside the disabled toilet about 3m. Drilled through brick wall to fountain.

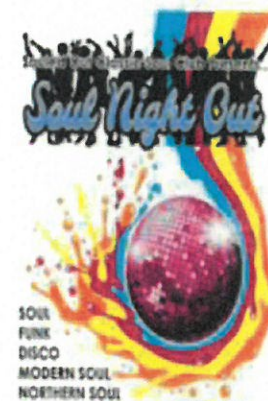
Parts allowance: £ 150.00 + vat

Labour: £ 452.00 + vat

Water fountain: £213 exc VAT

Total cost: £ 815.00 + vat

Budget: no room in public conveniences budget; could come from 'outside spaces equipment purchase'.



Introduction and context

Our mission: 'To provide sustainable, accessible and high-quality spaces and events at the heart of our community'.

Welcome to Burnham Park Hall's Strategic Plan for 2025-2029.

Burnham Park Hall is a social enterprise owned by Burnham Parish Council, run by the Hall General Manager and their team 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. Since then, the hall has been used for events as diverse as 11+ tuition to reindeer petting, from filming TV series to sampling British drinking, and from VE days commemorations to wedding celebrations.

The previous strategic plan, written in 2020, looked ahead for ten years and set a wide ranging and ambitious set of goals and actions for that period. Given what was known then, and the stable team in place at the time, the plan made complete sense. Of course, nobody knew when the plan was being formulated that Covid 19 was about to completely change the climate for public venues, including several months of closures through two lockdowns. Nor did they know about the wider ranging social changes that would arise out of the pandemic around online meetings, home working and hospitality. In addition, in the years from 2020, the Hall experienced multiple key staffing and councillor changes, and less stability than it previously had. It is a sobering thought that one of the two key drivers of that 2020 document – Cllr Perry Davies – is no longer with us, and much as it is delightful to see the other – then Hall Manager Louise Hayday – flourishing as Town Clerk of Chesham.

That said, in 2025 we are starting to see more stability returning to the Hall – with a permanent Hall General Manager now in place for nearly a year, and a new Parish Clerk for a little longer, not to mention the first full Council of nineteen councillors in some years. The backlog of maintenance work is reducing, events are building up again, and regular building use remains strong.

This is therefore the perfect time to write a new Hall Strategic Plan, and set out the vision and major actions for the coming years. Given the speed with which the world continues to change, a ten-year vision is perhaps a little too ambitious and uncertain. This strategy therefore builds on the strategy set out in 2020, and sets out our vision, values, and aims, together with our key objectives and actions for the next four years, to build a strong basis for the years beyond. This will take the Hall through the next council term through to 2029, meaning that it will be fully reviewed ahead of the currently building's 20th anniversary in 2030

In that time this plan will set the basis for building on Burnham Park Hall's many strengths, and moving on to offer even more and better to the community, in line with the key values of community, inclusivity and sustainability.

Burnham Park Council, September 2025

Burnham Park Hall In numbers

£200,000



Annual halls turnover from room hire, bar, café and other income.

1,500

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

4,000

Number of cups of tea and coffee sold each year in our café.



15

Number of staff, including permanent staff (Hall General Manager, Caretaker, Cleaner, and Bookings/Events supervisors), and a pool of zero hours staff for caretaking and events, supported by other Parish Council staff, the Management Committee and volunteer support at events.



1000

Estimated attendance at the 2024 Burnham Christmas Event.

20

Number of annual events organised by Burnham Park Hall in an average year, including live music, plays, pantomimes, festivals, cinema, markets, and much more.

1091

Number of vouchers issued by the Burnham Care and Share Foodbank, based in Burnham Park Hall, in 2024, helping a total of 2713 adults and children.

30

Average number of weddings and mehndis celebrated at the hall each year.

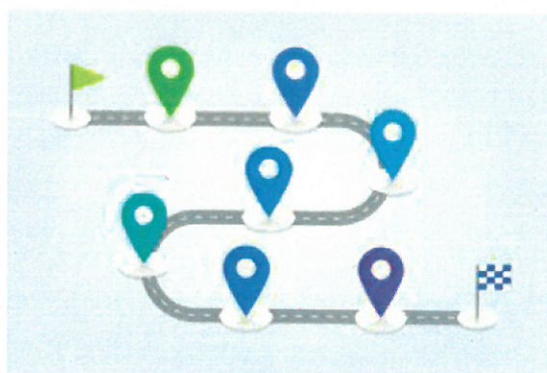


The plan process

Writing a plan such as this, which sets out both a vision and a series of actions over several years, needs input from lots of different people to succeed.

The key milestones in drafting this plan were:

- The process and timescales were agreed by the Burnham Park Management Committee (BPMC) and the Full Parish Council.
- There was an 'away' day of Councillors and Staff to review the previous strategy and brainstorm new ideas, which saw lots of great discussions, a group 'walk around' the hall, and dozens of awesome ideas for the future.
- From the away day, a draft mission statement and values were agreed for public consultation.
- Consultation included:
 - Writing to all our regular hirers for their views.
 - Putting out an online and paper survey.
 - Having discussions with the public at Parish Council stall during the 'Almost the Donkey Derby'.
 - A discussion at a staff lunch, including a range of Council staff across Hall, Grounds and Parish Office.
- A further discussion at BPMC to review the consultation and confirm the mission statement and values.
- A 'drafting day' where the Hall Manager and Parish Clerk turned all the above into detailed targets and actions.
- A further revision of the plan by BPMC before its submission for formal approval by Full Council.



Whilst the above was going on, the day to day running of the hall continued without a break in pace, whilst the Council also had its four-yearly elections, and started work on the next year's budget!

This process will not end with the plan's formal adoption: it will be a 'living document' regularly referred to as part of budget setting and monitoring, committee discussions and staff appraisals, and it will be formally reviewed in committee at least once a year.

SWOT Analysis 2025

Strengths

People

- Councillor support.
- Staff: knowledge, energy, commitment and approachability.
- Friendly, welcoming and buzzing atmosphere.

Environment & location

- Modern building with good natural light.
- Clean/fresh environment.
- Location – a hub for the community.
- Historical value.
- Attractive and welcoming grounds.

Facilities

- Free convenient parking.
- Flexible space.
- Licensed and well-stocked bar.
- Free and reliable public Wi-Fi.
- Facilities available in a community crisis.

Business and reputational

- Competitive pricing.
- Few direct competitors with the same size and flexibility of rooms.
- Adaptability and willingness for change and improvement.
- Good reputation.

Activities and facilities

- Our events: regular free events and recent new events.
- Lots of good regular bookers.
- Variety of hired events and classes.
- Village project picture as a new 'draw'.

Weaknesses

Catering

- Under use of the kitchen with no regular hot food offer.
- Café feels like a long and draughty corridor.

Building

- The HVAC system is aging and unreliable.
- High overheads, especially as the building ages.
- Building maintenance backlog.
- Car park condition.

Communications

- Website in need of a refresh.
- Limited links with neighbouring towns and community groups.
- Lack of engagement with and from younger generation.
- Lack of media publicity.
- 'What's on board' at entrance is underused.

Events

- Lack of variety in past events.
- Lack of use of volunteers.

Opportunities

Building extensions and use of space

- Open-up the foyer and café and/or extend the café corridor to make an 'Orangerie'.
- Expand use of the courtyard, especially in the summer season, including at lunchtimes.
- Expand into the open space at the rear of the building.

Business

- Options for a remote working space.
- More commercial income – away days, training etc.
- Art on the walls as display, sales for local artists, and revenue generation.
- Grant opportunities.
- Expanded room hire following the redecoration of rooms.
- More sponsorship of events.

Bar and cafe

- Offer hot food in café based on market research.
- Increase use of the mobile bar.
- Afternoon tea.
- Have a catering concession run externally.

Events

- Theatre, pantomime and Am Dram.
- Wider variety of music.
- More culturally diverse events for Eid, Diwali etc. as well as May Day.
- More live events in the park.
- Events to tie in with 15th anniversary (2025) and 20th anniversary (2030).

Communications

- Expanding into other forms of social media (Tik Tok and others?).
- More cross-working between Hall & Parish Council Communications.

Other

- More eco projects, becoming a truly green venue.
- New councillors and staff providing new energy and ideas.

Threats

External and existential

- Global or national crisis: political, social, ecological or health.

People

- Small team: impact of key staff members leaving.
- Councillor changes potentially causing changes in policy.
- Lack of training.
- Loss of institutional memory as people leave.

Legal and reputational

- Changes to employment law.
- Introduction of Martyn's Law.
- Antisocial behaviour.
- Reputational risks from accidents, events etc.
- Community expectations about discounts and costs.

Business

- Competition with other venues for hiring and food.
- Losing business due to online meetings.
- Financial losses becoming unsustainable.
- Loss of major tenants or regular bookers.
- HVAC and other major maintenance issues.

Burnham Park Hall Values

1. **A part of our community:** working hand in hand with individuals and groups for the benefit of Burnham; listening to feedback and being a good local employer.
2. **An inclusive and accessible space:** where all are welcome, from both Burnham and the surrounding area, and events and spaces cater for the needs and interests of different groups.
3. **A sustainable facility:** where we balance social, economic and environmental needs, giving good value to the taxpayer, and ensuring that the hall can continue to serve the area as a social enterprise.

Targets for 2029

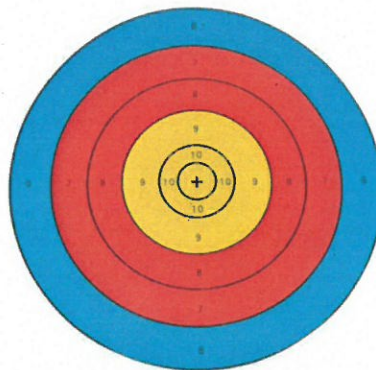
Quantitative:

1. At least a 10% increase in the number of regular classes, activities and events.
2. At least two Hall run events per month, one of which is free entry.
3. At least two large events (1000 or more people) per year, at least one of which is explicitly attracting more diverse communities.
4. Increased hall revenue by at least 25%, with 'real revenue' (excluding inflation) increased by at least 10%.
5. At least half of the village population reporting that they have used the hall at least once in the calendar year.



Qualitative:

1. An improved and renewed hall appearance for all rooms and spaces.
2. A stable and consistently well-trained staff.
3. A thriving and significantly expanded food offer.
4. A reduced environmental impact in terms of both waste and energy.
5. Stronger communications and publicity.



These targets are on top of our everyday operations and legal responsibilities – for health and safety, employment, food hygiene etc – all of which we will continue to meet.

Action plan

The action plan is by nature 'front-loaded', as actions in later years partly depend on what happens in the earlier years, and investigations inevitably lead to new possibilities requiring detailed work.

The years below run from the adoption of the plan in September 2025.

Year 1 (2025-26)

Communications

1. Refresh the hall website.
2. Expand the use of social media, especially that aimed at younger generations.
3. Institute a regular newsletter



Facilities

4. Confirm the plan and actions for the HVAC system to take it through the next four years.
5. Finish redecorating all of the hall rooms and spaces.
6. Install a water fountain in the hall.
7. Complete the clearing of the maintenance backlog.

Business

8. Run a marketing campaign aimed specifically at business use of rooms.
9. Review hall pricing.

Events

10. Hold monthly band nights in ten or eleven out of twelve months, with at least two other significant Hall-run events per quarter, including at least two events across the year explicitly accommodating more diverse communities.

People

11. Prepare for the implementation of Martyn's Law and the Employment Rights Act.

Year 2 (2026-27)

Facilities

12. Introduce the new hall catering offer, including hot food for at least one mealtime per weekday.
13. Carry out a detailed feasibility study for a building expansion.
14. Complete the move to 'anticipated maintenance' – where all hall maintenance issues are resolved before they reach a stage where they must be resolved.

People

15. Complete the implementation of Martyn's Law and the Employment Rights Act.

Events

16. Build up to at least two monthly events, one of which is free entry, with at least one large outdoor event (1000 or more people) attracting a diverse audience.

Business

17. Introduce a regular source of sales income, such as hall merchandise, or commission-based art sales.

Year 3 (2027-28)

Facilities

18. If agreed after feasibility study, begin work on a hall building extension.
19. Introduce an outside bar facility across the full summer season.

Maintenance

20. Formulate a four year forward maintenance programme.

Business

21. Hold a major business networking event at the hall.
22. Review the possibility on remote working provision at the halls, depending on employment patters and needs at the time.

Year 4 (2028-20)

23. Move towards completion of all the plan targets; and begin preparing the next strategic plan.
24. Plan major celebrations for BPH20 in 2030.

I REGRET
TO INFORM YOU
THAT YOUR
TEENS
HAVE NOW...



Resourcing

As part of the plan, the Hall Manager and Clerk have looked in detail at the Hall's resourcing needs, especially around staffing and finance.

Staffing

With a tight knit, and in many cases long serving and experienced, team, it is not felt that any radical immediate change in the full staffing structure is needed. That said we are continuing to look at different parts of the picture, and as staff naturally turns over, we will keep the hall's evolving needs under review, particularly considering:

- The need for more internal maintenance capacity, to reduce the costs and delays of external services for minor matters.
- The potential for combining elements of different existing roles.
- The need for expanded communications capacity, with particular expertise in social media and communicating to a young audience, and the opportunities for cross-working with the Parish Office on this.
- The benefits of additional management capacity, and there being a designated 'Deputy Hall Manager' who can fully assume the Hall General Manager's responsibilities in their absence (this will only be as resourcing allows, and if justified by hall revenues).

Finance

Linked in with the above, the Hall Manager and Clerk, working with Finance Manager and Councillors, will continue to keep Hall Finances under close review – not only as part of budget setting, but in appropriate budget monitoring throughout the year. This will keep in mind that the hall is a 'social enterprise' and therefore always seeks to balance social, economic and environmental needs, giving good value to the taxpayer, and ensuring that the hall can continue to serve the area in a sustainable way.





Hall Fire Safety Policy

VERSION CONTROL:

Version ID	Description of Change	Version Sponsor	Policy Owner	Version creation date	Version Approval Date	Next Review Date
0.1	Policy creation	General Manager	General Manager	28/06/2018	25/09/2018	25/09/2019
0.2	Fire Marshalls	General Manager	General Manager	06/12/2022	06/12/2022	06/12/2023
1.1	Policy Update	Hall General Manager and Parish Clerk	Hall General Manager and Parish Clerk	25/07/2025		

Fire Safety Policy/Procedures

Contents:

Fire Safety Policy

1. General Statement
2. Employees Duties
3. Fire Safety Systems
4. Communication
5. Procedures
6. Lift Evacuation
7. Emergency Evacuation Plan
8. Assisted Evacuation Plan

Assembly point: the bus stop at the top of the green in front of the building.

Responsible person

Parish Clerk (for all Parish sites)

Hall General Manager (Deputy RP, and Senior Fire Marshal for Hall)

Fire Marshals:

Senior Fire Marshal: Hall General Manager.

Day reserve: Receptionist. Evening/weekend reserve: Caretaker.

Ground Floor – Meeting Room 1,4, 5 and, Huntercombe Hall: Hall General Manager.

Day reserve: Caretaker or Assistant Clerk. Evening/weekend reserve: Caretaker.

Ground Floor – Reception area, café, Dropmore Hall, Kitchen, Bar, Main & Disabled toilets:
Receptionist.

Day reserve: Caretaker or Assistant Clerk. Evening reserve: Caretaker

First Floor - Council offices, meeting room 2,3, BHPT Office & staff toilets: Parish Clerk.

Day reserve: Finance Manager. Evening reserve: Caretaker.

As of July 2025, the following staff are trained as Fire Marshals:

Parish Clerk, Assistant Clerk, Finance Manager, Hall General Manager, Receptionist/Bookings Supervisor, 2 x Zero Hours Caretakers, 3 x Groundsmen (not based on site).

In addition three members of staff from Burnham Health Promotion Trust (tenants of the Council), who are based on site, have also been trained.

1. General Statement

We are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff, hirers, visitors and members of the public under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimized. Our priority at all times is the safety of individuals.

It is the policy of Burnham Park Hall to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

Burnham Park Hall will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and provide such information, training and supervision as they need for this purpose.

Burnham Park Hall is committed to Health and Safety and will comply with all statutory regulations.

2. Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. They are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, hirers, visitors and members of the public.

Employees also have responsibility for ensuring that visitors or contractors who are visiting them, are aware of fire safety procedures, and likewise for members of the public using the Hall

3. Fire Safety Systems

Fire Warning System: Combination of audible sound alarms and sound alarms with LED indicators. Automatic fire detectors, break glass system to BS5839.

Emergency Lighting

4. Communication

All employees will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments.

5. Procedures

The following procedures are in place to ensure high standards of fire safety.

Fire risk assessments are undertaken annually by an external appropriately qualified person, and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. These may include alterations to the premises or new work processes. The actions arising from fire risk assessments are the responsibility of the Hall General Manager reporting to the Responsible Person.

The fire evacuation procedure will be practiced every six months, and a record will be kept of the date and time taken to evacuate the building in the digital fire log book. The QR code for this log book is both on the Fire Alarm Panel and in the Grab Bag detailed below.

It is noted that there are two distinct situations where different evacuation procedures are required. Firstly, when a full complement of staff are present and the council office staff are working and secondly, during evenings and weekends when there may only be one member of staff on site.

Appropriate training will be provided to any staff given fire safety responsibilities such as Fire Marshals.

All new members of staff including temporary employees will be given induction training on how to raise the alarm and the available escape routes.

All escape routes shall be clearly signed and kept free from obstruction at all times. Escape routes shall be checked regularly by the Hall General Manager or another person appointed by the Hall General Manager or Responsible Person.

All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to the General Manager.

Alarms are checked every 6 months by a suitable contractor, and are tested weekly.

Emergency lighting is checked annually by a suitable contractor.

6. Lift Evacuation

When the lift gets a fire signal from the fire alarm system it will return to the exit floor and stay there with its doors open until the signal is removed- It will therefore not be in use.

If there are people trapped in the lift during a fire then it will be the responsibility of the fire service to rescue them.

A Safety Notice inside the lift provides instructions on what to do in the event of a breakdown. The person within the lift car should be able to communicate with our service provider while waiting rescue.

7. Emergency Evacuation Plan

NB: To try and account for occasions where members of staff designated with various functions within this Emergency Evacuation Plan are absent, deputies have been allocated to all functions. However, in the event that both members of staff designated for a specific function are absent, the Senior Fire Marshal present shall temporarily allocate the function to an alternative suitable trained member of staff. If the Senior Fire Marshal is not present, the senior member of staff present shall assume those duties.

- **If you discover a fire:**

Raise the alarm immediately. This can be done by activating the nearest Fire Alarm Call Point. Fire Alarm Call Points are located in various locations around the building on both floors and can be activated by pressing hard against the glass with your thumb.

Evacuate immediately using the nearest available fire exit. Do not stop to pick up personal possessions. Do not stop to shut windows, but the last one out of a room should ensure the door is shut.

Hirers have responsibility for ensuring that persons attending their events are aware of fire safety procedures. They should also take reasonable steps to support the evacuation of persons attending their events. If the hirer is not on site, they should have appointed somebody at the event to take this responsibility.

Inform the Senior Fire Marshal as to the location of the fire.

Report to the assembly point for a roll call - the bus stop at the top of the green in front of the building.

- **If you hear the fire alarm:**

Leave the building immediately using the nearest fire exit. Staff need to ensure that any customers in their presence get out of the building safely; whilst hires should also take reasonable steps to support the evacuation of persons attending their events.

Report to the assembly point for a roll call.

If you are with a visitor, ensure they accompany you.

- **Persons responsible for taking roll calls are:**

The Senior Fire Marshal, and other staff as directed by them

Hall hirers, for their own events.

Any discrepancies should be reported to the Senior Fire Marshal.

- **Fire Marshals - On hearing or setting off the alarm**

Encourage everyone around you to evacuate as soon as possible. Should anyone not wish to evacuate, ask them twice, and then proceed and inform the Senior Fire Marshal who will inform the fire service.

Check all rooms and toilets are empty, closing any open doors along the way.

Procedures are in place regarding which floors/rooms the fire marshals will check.

- **Senior Fire Marshal**

In addition to checking any areas that they are responsible for, the Senior Fire Marshal must

- Appoint suitable persons to cover any areas where there is otherwise no fire marshal, provided it is safe to do so.
- Take the grab bag from reception.
- Proceed as quickly as safely possible to the assembly point.
- Liaise with the fire marshals, hirers, and fire service.

- **Fire Alarm Status**

Unless there is clear and compelling evidence that the fire alarm is not a genuine fire, it shall be treated as a genuine fire.

The member of staff on or closest to reception should call the fire service, unless the Senior Fire Marshal designates a different person.

There is a sign in reception listing the full address, postcode and 'What three words' location of the hall.

In the event that the fire alarm is a false alarm, then the Senior Fire Marshal should establish the cause before letting anyone re-enter the building.

- **Before the Fire Service arrives:**

Staff members are not expected to make use of the fire extinguishers. However they may be used if the following conditions are all met:

- i. They have been trained in the use of the fire extinguisher
- ii. They feel safe and comfortable in using the fire extinguisher
- iii. The fire is appropriate for the use of the fire extinguisher (in general this would be a small bin fire or equivalent)

- **Lone worker evacuation procedures**

When a member of staff is working alone their main priority upon discovering a fire is to sound the alarms and ensure the Fire Service have been called. The lone worker may check that areas of the building in their immediate vicinity have been evacuated but should not put themselves in any danger doing so. They should proceed to the assembly point and liaise with hirers to establish whether anyone may still be in the building, this information should be relayed to the Fire Service when they arrive on site.

- **Grab bag**

The fire 'grab bag' will be kept in reception, and taken by the Senior Fire Marshal. It will include:

- Access codes to any relevant rooms.
- Contact numbers for the Parish Clerk (responsible person) and Hall General Manager.
- A marker pen, writing pen, and notepad.
- Building and master keys.
- Building plans.
- A copy of this policy
- Copies of any Personal Evacuation Plans
- A QR code for the digital fire record.
- A list of the locations of fire alarm points, and fire extinguishers.
- Location and shutdown information for gas, electric, HVAC etc.

8. Assisted Evacuation (General Emergency Evacuation Plan/Personal Emergency Evacuation Plan)

Any visitor, hirer or member of the public who cannot leave the building unaided in the event of an emergency will need to be evacuated in line with the Emergency Evacuation Plan outlined above, with these additional points in mind.

- It is advised that anyone with mobility issues should not be on the first floor of the building when there are limited staff on site to assist with their evacuation.
- There is an emergency evacuation chair on the first floor landing, and the Hall General Manager shall ensure that sufficient staff are trained in its use.
- There are emergency call points which reach reception on the first floor: i. Outside the lift ii. In the Pauk Sherrif Room iii. In the Burnham Health Promotion Trust office.

In addition to those requiring physical assistance, which may include anyone with a physical disability such as a wheelchair user but it could also include someone with a recent foot injury who is on crutches, someone with a visual impairment, hearing difficulties or someone who is heavily pregnant, additional assistance may also be required for those with other needs such as learning difficulties, anxiety or neurodivergence.

Any member of staff or Councillor who cannot leave the building unaided in the event of an emergency will need to have a Personal Emergency Evacuation Plan (PEEP) for their evacuation. This applies both to permanent needs and to temporary needs. This is to be drawn up in consultation with the member of staff and the fire marshal assigned to assist with their evacuation. A copy of the PEEP will be kept in the fire safety folder at reception.

Where a regular hall user has a known additional relevant need it may also be appropriate to draw up a Personal Emergency Evacuation Plan (PEEP) in consultation with them.

Application for concession for Room and Hall Hire

First Name:

CHARLENE

Surname:

COTTERELL

Name of Business/Group:

Age Concern Slough & Berkshire East

Address:

The Priory
Suite G4
Stamper Road
Burnham SL1 7LW

Email:

Charlene.Cotterell@ageconcernsabe.org.uk.

Telephone:

07885615088

Charity Registered:

☒

Yes

☐

No

Charity Number:

1079949

Room/Hall Name:

1+2 when free weekly to extend to
bigger hall when expansion

Room/Hall Price per hour:

£15.00 PH

Discount Required:

£60.00 for 5hrs / kitchen / 20.00 for 1.5hrs

Short explanation why discount should be applied:

Weekly Lunch Club will be available for 55 years + over
to help with Social Isolation and to help the elderly
feel more involved in their community.

This will also ensure Health + Wellbeing, Socialisation
and a healthy nutritious meal with a dessert. As we are a
charity we would like to provide this lunch club weekly.

Please return completed form to reception.



Hall Hire rates 2026-27

Context

As part of the budget setting process it is sensible for the council to review its hiring rates. As the Hall rates have not been increased for some time, it is sensible to consider a reasonable raise which balances value for the tax-payer and accessibility for the community.

Recommendations

1. To recommend an updated list of charges to Policy and Resources Committee, based on one of the options below.
2. To recommend the addition of a bar charge of £15 per hour for opening the bar, with one hour of the charge to be refunded for each £50 in takings.
3. To delegate authority to the Hall Manager to determine the levels of deposit required for each room.

Alternatives considered and not recommended

1. To freeze current rates: not recommended given the financial challenges faced by the hall and council.
2. To propose a higher increase, to cover the full inflationary increase since prices were last raised: not recommended given the importance of accessibility as a social enterprise.
3. Not to introduce a bar charge: not recommended given the costs associated with opening the bar even when takings are very low.

Options at 5%, 10% and 20%

Note: once a preferred option is selected, the proposed figures will be rounded in the scheme taken to the Policy & Resources Committee.

Room	Cap	Weekday Per hour Current	Weekend Per hour Current	Weekday + 5%	Weekend + 5%	Weekday + 10%	Weekend + 10%	Weekday + 20%	Weekend + 20%
Dropmore	150	50	60	52.50	63	55	66	60	72
Huntercombe	50	25	35	26.25	36.75	27.50	38.50	30	42
MR1	25	15	20	15.75	21	16.50	22	18	24
Paul Sherriff	25	15	20	15.75	21	16.50	22	18	24
MR3	18	12.50	17.50	13.13	18.38	13.75	19.25	15	21
Kitchen		20	20	21	21	22	22	24	24
Whole venue		-	From 1000 per day	-	From 1050 per day	-	From 1,100 per day	-	From 1,200

The charge for the bar would be £15ph (for both evenings and weekends), with one hour of the charge to be refunded for each £50 in takings (so if a hirer hires the bar for 4 hours they pay £60, but if they take £200+ they get the full £60 refunded; if they take £100 they get £30 refunded etc etc).

We have enclosed booking information from two illustrative weeks at different times in the year, to aid understanding of the booking patterns.

It is not felt that pricing is a major factor in the current capacity / underbooking in some rooms – more a reflection of shifting patterns of room use, and lack of consistent marketing over time. Therefore we intend to undertake a more specific marketing campaign to increase use.

Risks

Not increasing charges carries ongoing financial risks to the council, which intensify as costs increase; whilst increasing charges by too much carries the risk of reducing usage, and of a negative impact on the community: the options offered represent a balance between these risks.