

Minutes of the Meeting
The Brownlow Memorial Hall Management Committee
3 August 2011

Present: Councillors Fitzwilliams (Chairman), Harrison, Haffegge, Ms Healy and Towle and Mrs Leftly

1. Apologies for absence - none given.

2. Declarations of interest

There were no declarations of a personal or prejudicial interest in respect of any matter to be considered at the meeting.

3. Minutes of the meeting held on 6 July 2011

These were approved and had been adopted by Council on 27 July 2011.

4. Matters arising from the 6 July 2011 meeting not covered elsewhere on the agenda

- a. Item 7 Scottish & Southern Energy Boards Sub Station Lease – in response to a chasing email the Clerk had been notified that the Brownlow Hall Trust has agreed with Caroline Dyer that both the Brownlow and the Diocesan Trustees will use Winkworth Sherwood for legal advice. It is hoped that John Rees will report back to the Trustees next week. Disappointment at the speed of the Trustees response was noted.
- b. Item 9a Prohibited use – following the recent publication of an advertisement in the Warfield Word it was noted that the Clerk had sought clarification from regular user Chris MacGowan regarding the nature of her sessions. Mrs MacGowan has confirmed that she only organises meditation classes in the hall.

5. Caretaker report

The caretaker's report was available. Issues were discussed and actions agreed as per the attached.

6. To Review Standard Conditions of Hire policy document

Copies of the document which had been amended to include a new clause relating to additional charges for unplanned caretaker time had been previously circulated. The clause relating to use of a bouncy castle was also reviewed and following clarification from our insurers regarding age limits may require amendment. A number of other minor amendments were also noted and the document will be updated and reissued accordingly.

7. Finance

- a. To consider estimates refurbishment hall floor – 3 estimates were available for the repair, sanding and sealing of the hall floor. It was noted that only 2 of the estimates had been based on site visits by Art Floor Sanding and FSC Services. Estimates were noted as follows: Art Floor Sanding £3625 (145 sq mtrs @ £25 sq mtr), FSC Services £2720 (136 sq mtrs @ £20 sq mtr) and Floor Restoration Co £2269 (141 sq mtrs @ £16 mtr). Both site visits had established that the floor is in need of refurbishment and had done well to last 11 years the usual limit being around 10 years. After discussion it was agreed to proceed with the estimate from FSC Services. It was noted that due to a number of bookings in August, the work which will take a week to complete, could only be undertaken following the Bank Holiday in August. If FSC is unavailable then the second and third options would be week commencing 16 December and February half term week.
- b. The profit and loss statement for the period April – July was available. It was noted that the year end income forecast had reduced to reflect changes in the income from Plus 3 Nursery. July income of £2,015 and operational expenditure of £1,581 was noted with an overall shortfall to date of £799.

8. To agree date annual users meeting

After discussion it was decided to hold the meeting sometime in January. The Clerk will select a convenient date and send out invitations accordingly.

9. Items for Information

- a. Staddlestone Cottage – a planning application for the erection of a detached double garage has been submitted which will be considered by the Parish Council Planning Committee when it meets on 15 August 2011.
- b. Premises Licence – Bracknell Forest Council undertook an inspection on 11 July 2011. The only issue noted was the superseded smoke free signage which has now been updated.
- c. Stage dismantling following hire by Stagecoach theatre group – Councillor Haffegge offered to assist and will liaise with Councillor Fitzwilliams and the Caretaker regarding the arrangements.
- d. Energy report – Councillor Haffegge presented the findings of a site survey he had attended with Bracknell Forest Sustainable Energy Officer on 13 July 2011. Overall the hall was deemed to be in good order with good energy practices however the following were noted for further investigation:
 - The sensors for the toilet lighting need to be adjusted as the timing could be reduced – Clerk to arrange when electrician next visits
 - Improve loft insulation to reduce heat loss – consideration to be given to installing further insulation when the tenancy on the Cottage changes
 - Install a voltage optimiser – the hall is located near to an electricity sub station and may have high incoming voltage. A voltage optimiser can reduce voltage and thereby the amount of electricity consumed thus saving on costs. It was noted that the estimated cost of the device is approximately £400 but could produce savings of 10% per annum. Councillor Haffegge was asked to arrange for the voltage to be measured in the first instance.

9. Items for Information continued

- Installation of solar PV panels – the report suggests installing panels at the front of the building which faces east. The morning sun would create energy to be used by the nursery thereby making potentially the most savings. Quotations of between £14,000 and £38,000 for a larger system were noted. Following discussion it was decided that Councillor Haffegge would first make contact with the Brownlow Hall Trust whose permission would be needed for the scheme.

10. Confidential item (see attached)

11. Date of next meeting

This was confirmed as Wednesday, 31 August 2011.

12. Closure of the meeting

There being no further business the meeting closed at 5.40 pm.