

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

Present: Councillors Fitzwilliams (Chairman), Harrison, Ms Healy and Towle and Mr A Bagwell

1. Apologies for absence – were received from Mrs Leftly.

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 3 August 2011

These were approved and had been adopted by Council on 24 August 2011.

4. Matters arising from the 3 August 2011 meeting not covered elsewhere on the agenda

- a. Item 6 Standard Conditions of Hire – it was noted that the clause relating to use of the bouncy castle has been amended to reflect our insurer's recommendations. Although the Aviva policy excludes Public Liability Insurance for bouncy castles our insurer's have advised that they may be used at private functions provided the operator has their own cover and supervises the unit at all times. No change has been made to the age limit condition.
- b. Item 7a Refurbishment hall floor – it was noted that FSC Services have started work and are due to finish on Friday, 2 September.
- c. Item 8 Annual users meeting – it was agreed to hold the meeting on Thursday, 12 January 2012.

5. Scottish & Southern Energy Boards Sub Station Lease

A letter from Wilson & Berry Solicitors was brought to the attention of the meeting. Scottish and Southern Energy Plc is seeking security of tenure and have advised that they are only prepared to enter into a new Lease on that basis. The Management Committee has no concern in granting a perpetual Lease however; the Lease which the Parish Council has from the Diocese does not give the Council the benefit of security of tenure. The Clerk was asked to contact Wilson & Berry to request that they notify the Diocese to instruct their own solicitors to deal directly with Scottish and Southern Energy Plc in this regard.

6. Brownlow Memorial Hall Lease

Following a recent statement made by the Vicar concerning the disposal of the Hall to finance new facilities for St Michael's Church the Clerk had been asked by the Parish Council to seek clarification regarding the Council's future tenure of the site.

6. Brownlow Memorial Hall Lease continued

Wilson & Berry Solicitors had advised that should the site be sold the Council would continue to have security until the end of the Lease period 30 April 2025. After discussion Mr Bagwell offered to pass on an invitation to the Vicar to attend the next Management Committee meeting when his plans and ideas for the future could be discussed in more detail.

7. Finance

- a. The profit and loss statement for the period April – August was available. August income of £2702 and operational expenditure of £2029 was noted with an overall surplus of £579. *Post meeting note due to some double counting and an omission, the income figures for hall hire casual and the cottage were incorrect and the revised figures to be noted are: income £1922 with an overall surplus of £1,696.*
- b. To approve 5 year plan 2012 - 2017 – the updated plan was available. It was noted that the Finance & General Purposes Committee had carried out a review which had been briefly discussed by the Parish Council. Councillor Fitzwilliams explained that the principal changes related to the deferment of the roof repairs and a new provision for replacement boilers. The plan was then approved.
- c. Finance & General Purposes Committee rent/hire rates recommendations – it was noted that the Cottage tenant has been notified of a 4% increase effective from 19 September 2011. Klub DK, Bracknell Choral Society, Chris MacGowan Meditation and Michaela Welz Yoga hire rates have also been increased as it was considered that these groups are paying an unfair rate commensurate with their usage.
- d. Energy report update – it was noted that the sensors for the toilet lighting have been adjusted but will need to be readjusted as they have been reduced too much. Benville & Marsh electricians cannot supply a voltage regulator and a specialist company will need to be contacted. They have advised however, that in their experience, the pay back period for this type of unit is around 10 years. Councillor Haffegge has requested a meeting with the Chairman of the Brownlow Hall Trust to discuss the solar panel recommendation.
- e. Caretaker salary review – after discussion it was agreed to award Linda Winton a performance related salary increase of 20p/hour with effect from 1 October 2011.
- f. Electricity supply contract renewal – it was noted that Southern Energy is proposing a 15% increase to 10.8p/kWh effective from 1 November 2011. An alternative quote from British Gas was available. Although there will be an increase in the standing charge this will be more than offset by a cheaper unit rate of 9.40 and a credit of £150 for dual supply. Approval to switch supply to British Gas was confirmed.
- g. Annual boiler inspection – it was noted that as a result of the annual inspection Fowler Combustion has recommended that a safety cut off device be fitted in the boiler room. A quote of £1,165 has been obtained. After giving the matter full consideration it was decided to take no action at present.

8. Caretaker report

It was noted that there were no new issues to bring to the attention of the meeting.

9. Items for Information

- a. Staddlestone Cottage – a recent planning application for the erection of a two storey side extension had been considered by the Parish Council Planning Committee. A considered no objection comment has been submitted.
- b. Environmental Health Inspection –it was noted that an inspection had been carried out on 18 August 2011. The Environmental Health Officer had been very positive in her report of the facilities and there were no matters arising from the visit. In view of the favourable report it was decided to defer refurbishment of the kitchen until the financial year 2012/13. The 5 year plan will be amended accordingly.

10. Date of next meeting

This was confirmed as Wednesday, 5 October 2011.

11. Closure of the meeting

There being no further business the meeting closed at 5.25pm.