

Minutes of the Meeting
The Brownlow Memorial Hall Management Committee
15 April 2009

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

1. Apologies for absence were received from Reverend Canon Dr Meardon.

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 18 March 2009 – approved by Council 25 March 2009.

4. Matters arising from this meeting

- a. Item 4d Sheffield stainless steel cycle rack purchase – it was noted that a cheque will be raised at the next Council meeting.
- b. Item 6b Updated 5 year plan – it was noted that the Parish Council Finance Committee has not yet had an opportunity to review the plan.
- c. Item 8a Southern Electricity Board Sub Station – a reply regarding the Lease renewal is awaited.
- d. Item 8d Permission to use car park on fete day – it was noted that a private party is being held on 13 June however parking for up to 30 organisers cars will be possible if necessary.

5. Access Statement

A draft document was available for consideration. Following discussion a number of suggestions particularly with regard to the use of the kitchen were noted. A revised document will be available for approval at the next meeting. It was also agreed to find out what the Disability Discrimination Act requires for community halls to ensure the hall is compliant with the most recent requirements.

6. Finance

- a. The profit and loss statement for the period April – March was available. March income of £2839 and expenditure of £5339 had been recorded. Income had exceeded budget by over £3000 due to increased usage by all user groups. Expenditure was only slightly over budget however, it was noted that some external redecoration works are still outstanding. The operating shortfall for the period was £3854.

7. Caretakers Report

The Chairman had met with the caretaker to discuss issues and bring those matters requiring further action to the attention of the meeting. The attached report was then agreed.

8. Items for information

- a. A letter from the Brownlow Memorial Hall Trust requesting a set of keys to be held as owners of the freehold and guardian Trustees was brought to the attention of the meeting. It was noted that the Lease states that the Landlord, at all reasonable times and on reasonable notice, may inspect the Premises. However, following discussion it was agreed to suggest that one of the Warfield Churches keys might be used instead as the Committee is keen to maintain the integrity of the security system and would prefer that no more keys are issued. Also, there are no extra keys available and additional costs will therefore be incurred. The Committee also wished it to be noted that should the Managing Trustees make an inspection a member of the Management Committee would like to be present.
- b. A letter from the landlord of the Plough & Harrow requesting use of the car park on Friday 8 May and Saturday 9 May for a fund raising event was brought to the attention of the meeting. As the car park will be required on both days for regular users and party guests and priority must be given to those who have paid to use the facility, the request was declined.
- c. A planning application for the erection of a double garage at Staddlestone Cottage was noted. As the plans were not yet available it was agreed that any response relating to adverse impact on the play area would be deferred to the Parish Council Planning Committee.

9. Date of next meeting

This was confirmed as Wednesday, 13 May 2009.

10. Closure of the meeting

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