

Minutes of the Meeting  
The Brownlow Memorial Hall Management Committee  
2 December 2009

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

1. Apologies for absence there were none.

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 4 November – approved by Council on 18 November 2009.

4. Matters arising from this meeting

- a. Item 4a Scottish and Southern Energy Boards sub station Lease renewal – a chasing email has been sent however a plan is still awaited. A request that the matter be resolved before year end will be registered.
- b. Item 4c Kitchen cupboard security – cheaper alternative locks are being investigated.

5. Purchase of additional small tables

An estimate of £407.09 for six tables from Gopak Ltd was available for consideration. This was approved.

6. Finance

- a. The profit and loss statement for the period April – November was available. Income continues to be ahead of budget at £26,064 (includes 2 terms Plus Three Nursery rent) and expenditure below budget at £16,116, with an operational surplus of £9948.
- b. As a result of a review of the Flat utility expenses the monthly contribution towards gas costs will be increased from £27 to £36 effective from 1 January 2010. It was noted that Councillors Fitzwilliams and Ms Healy will undertake an inventory inspection early in the New Year.
- c. Allied School of Dance has terminated its hiring agreement from 8 December 2009. A new rainbows unit will be starting in January 2010 however; no other group has as yet expressed an interest in filling the later slot.
- d. A revised annual plan was available. It was noted that the plan reflects the worse case scenario. Expenditure has been increased by 3%, excluding rent, but there had been no change to income. It was noted that a review of hiring rates will be carried out at the January meeting.

7. Caretakers Report

As there was only one issue to bring to the attention of the meeting the Caretaker's report had not been produced. It was noted that the fitting of new light bulbs in the toilet corridor is in hand.

8. Items for information

Following a recent visit to the hall the decorator has expressed concern that the paint on the wall adjoining the double doors appears to be bubbling again, possibly due to a reoccurrence of damp. He has offered to repaint the area with barrier paint. Following discussion it was decided to do nothing at present. If damp is the problem it could possibly migrate elsewhere and to monitor the area for the time being.

9. Date of next meeting

This was confirmed as Wednesday, 13 January 2010

10. Closure of the meeting

There being no further business the meeting closed at 5.10 pm.