

Minutes of the Meeting
The Brownlow Memorial Hall Management Committee
17 February 2010

Present: Councillor Fitzwilliams (Chairman), Mr Bagwell (Warfield Churches), Councillors Harrison, Ms Healy and N Jones, Towle and Mrs G Leftly

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. Matters arising from the 2 December meeting not covered elsewhere on the agenda

- a. Item 4b Kitchen cupboard security – it was noted that new locks have been fitted.
- b. Item 6b Flat inventory – Councillors Fitzwilliams and Ms Healy had carried out and all was found to be satisfactory.
- c. Item 6c New Rainbows unit – it was noted that the group will start on 23 February 2010.

4. Caretaker – new appointment

Wendy Johnson, Caretaker has resigned and her employment will cease on 23 February 2010. The Management Committee's appreciation of her 7 years service will be formally noted. The response to the job advert had been exceptional and 3 candidates were eventually short listed for interview by the Chairman and the Clerk. Ms Linda Winton has accepted the job offer, subject to satisfactory references and CRB clearance and will start on 24 February 2010.

5. Plus Three Nursery

Councillors Fitzwilliams, Harrison and the Clerk had met with Mrs Butler to review hiring rates. A 2.5% increase effective from 1 September 2010 was proposed and has been agreed. A refund of £25 has been allowed against the winter term invoice in recognition of the additional costs incurred by Mrs Butler during the snowy weather. A further afternoon session is being considered as is a two week holiday club in August. Issues of hall cleaning were also discussed as staff supervision has been less efficient whilst a stand-in manager is in place. It was noted that Mrs Butler has asked for a formula to take effect should adverse weather conditions prevent use of the car park. A draft will be prepared for discussion at a future meeting.

6. Scottish and Southern Energy Boards Sub Station Lease

In response to a Parish Council request for an increase in rent Scottish and Southern Energy has reconsidered their original offer of £220 per annum. An email dated 11 February 2010 stating that 'as the hall provides a useful facility for the local area agreement to rental of £500 per annum with a 5 yearly review in line with the Retail Price Index' has been received.

It was noted that rental payments are once again in arrears and the error has been raised with Scottish and Southern Energy.

7. Review of Room Risk Assessments

This was deferred. A summary of the changes will be considered at the next meeting.

8. Finance

a. **Brownlow Memorial Hall Trust rent review**

A proposal to increase the rent in the region of 15% effective from April 2010 has been received from the Chairman of the Trustees. This was thought to be excessive and it was agreed to make the following points when responding:

- Current £10,000 rent is more than a third of total operating costs (administration, insurance, loan repayments and £7000 capital improvements not included)
- Hall operates at a loss, subsidised by Parish Council, 5 year plan to be included
- Commercial rents are decreasing not increasing
- Rent increase has not been budgeted, difficult to justify to electorate
- Sunday use is free of charge and only a 50% community rate is charged for other usage

b. **Commercial hire rates**

It was noted that the Parish Council Finance Committee had carried out a review to bring rates in line with other community halls in the local area. With effect from 1 April 2010 hire rates for the main hall will increase to £25/hour, the Blue Room £12.50/hour and the Green Room £10/hour.

c. **Publicity leaflet**

It was noted that some of the information is out of date. Following discussion it was decided to update the leaflet and consider Warfield Church's offer to use their facilities when reprinting.

d. **Monthly report**

The profit and loss statement for the period April – January was available. Income continues to be ahead of budget at £30,235 and expenditure below budget at £22,458, with an operational surplus of £7,777.

9. Storage

a. **Short mat bowls**

It was noted that a local group has expressed an interest in using the hall. Storage of 2 mats will be essential. After discussion storage could not be guaranteed and therefore this usage is unlikely to go ahead.

9. Storage continued

b. **Stage**

The Clerk proposed that consideration be given to selling the stage to free up storage space. There was no support for the proposal however, should the Warfield Players container become available consideration may be given to storing some sections outside.

c. **Warfield Players container**

It was noted that as the Players have not met for some time their outside storage container should be moved. Should the Players have difficulty disposing of the container consideration may be given to allowing it to remain on site for storing the stage.

10. Caretakers Report

The Caretaker's report had not been produced. It was noted that there were no urgent items to be considered.

11. Items for information

- a. It was noted that Bracknell Forest Council has made a provisional booking for use as a polling station for the General Election on 25 March and 6 May.
- b. Planning application reference 10/00043/FUL for the erection of a detached double garage following demolition of existing at Staddlestone Cottage was noted.
- c. Keep clear white line signs have been painted at the entrance nearest the Plough & Harrow.

12. Date of next meeting

This was confirmed as Wednesday, 17 March 2010.

13. Closure of the meeting

There being no further business the meeting closed at 5.50 pm.