

Minutes of the Meeting
The Brownlow Memorial Hall Management Committee
16 February 2011

Present: Councillors Fitzwilliams (Chairman), Ms Healy, Towle & Mr Bagwell

1. Apologies for absence were received from Councillors Harrison and N Jones and 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 16 February 2010

These were approved and had been adopted by Council on 12 January 2011.

4. Caretaker report

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

5. Matters arising from the 12 January 2011 meeting not covered elsewhere on the agenda

- a. Item 5a Scottish & Southern Energy Boards Sub Station Lease – it was noted that a draft Lease has at last been submitted for consideration. This has been forwarded to the Brownlow Hall Trustees to approve before it is passed on to the Diocesan Trustees (Oxford) Ltd for sealing.
- b. Item 7b Practical fire extinguisher training for staff – it was noted that Ms Winton & the Clerk will be attending a training session on 18 February 2011.
- c. Item 7d Church representation – ongoing.

6. Finance

- a. Profit and loss statement – figures from April - January were available. It was noted that a small profit is still anticipated at year end.
- b. Energy Performance Certificate – it was noted that the Clerk had sought clarification concerning the applicability of EPC's to parish council buildings. As the Brownlow Hall has a floor space of less than 1,000 m² it is thought that this is not required.
- c. Roof repairs – a revised estimate from Bondright Roofing Services was available for consideration. It is proposed to replace only 50 tiles at a cost of £432. This was approved.
- d. Hall redecoration – an estimate from Roy Basten to repaint the green section and apply two coats of varnish at a cost of £823 was available for consideration. This was approved. It was agreed that the work should be carried out as soon as practicable.

7. Review of room risk assessments

Councillor Harrison and the Clerk had carried out the room risk assessments. A summary of the changes had been previously circulated. It was noted that actions are in hand for all identified risks.

8. Items for information

- a. It was noted that the Brownlow Hall will be required as a polling station on 5 May 2011.

9. Date of next meeting

This was confirmed as Wednesday, 16 March 2011.

10. Closure of the meeting

There being no further business the meeting closed at 4.55 pm.