

Minutes of the Meeting
The Brownlow Memorial Hall Management Committee
29 July 2009

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

1. Apologies for absence were received from Mrs G 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 17 June 2009 – approved by Council 24 June 2009

4. Matters arising from this meeting

- a. Item 4a Cycle stands – will be erected during the August holiday.
- b. Item 4c Brownlow Memorial Hall Trust – a key for Trustees use has been provided.
- c. Item 4d Recycling – Bracknell Forest Borough Council has advised that free recycling facilities cannot be provided. Following several weeks' usage the Caretaker has advised that the size of the bin is adequate.
- d. Item 4f External decorative repairs to the flat – will be completed during the August holiday.
- e. Item 5 Door bell – this has been fitted and Plus Three Nursery has control of the bell box.

5. Scottish & Southern Energy Boards sub station Lease renewal

Scottish and Southern Energy has made contact regarding the Lease for the electrical sub station. Their payments system had failed to pay the increasing rent obligation and they are £840 in arrears. As this predated the transfer of the Lease to the Parish Council some of the money is owed to the Brownlow Memorial Hall Trust. A new Lease is currently under negotiation. It was noted that the lock on the sub station gate, although secure is wobbly and this will be reported when the new Lease is discussed.

6. Warfield Church

- a. Insurance – it was noted that if Brownlow Memorial Hall Trust/Warfield Churches give permission to another group to use the hall on a Sunday then it would fall under their insurance as under the terms of the Lease the Parish Council has no control over Sunday usage.
- b. Premises Check List – As a result of a number of incidents arising from Pathfinders use of the building it was noted that a check list has been prepared to assist Leaders when opening/closing the building.
- c. Brownlow Memorial Hall Trust – During the interregnum it was noted that Andy Glaze will be the Acting Chairman.

7. To Consider Repair of Rose Room Sliding Door

It was noted that Accordial, the manufacturer, has quoted £555 plus parts to repair the door. Following discussion it was felt that the cost of the repair could not be justified as the door is clearly not fit for purpose and Klub DK is the only user. A decision to withdraw the facility was agreed unless Klub DK wishes to fund the repair in which case their rent will be maintained at its present level.

8. To agree date of Annual Users Meeting

This was confirmed as Tuesday, 6 October at 8.00 pm.

9. Finance

- a. The profit and loss statement for the period April – June was available. Income for June of £1,297 and expenditure of £3,565 had been recorded. It was noted that casual hirings have increased but income from regular users is down as some invoices are outstanding.

10. 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.

11. Items for information

- a. The People's Museum - a request from the Borough's arts and heritage team to hold an event on Saturday, 6 March 2010 was considered. Following discussion it was agreed to support the project and permission to use the hall free of charge was approved.

12. Date of next meeting

This was confirmed as Wednesday, 2 September 2009.

13. Closure of the meeting

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