

Minutes of the Meeting
The Brownlow Memorial Hall Management Committee
9 June 2010

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

1. Apologies for absence there were none.

2. Election of Chairman for the year 2010/2011

Councillor Harrison, seconded by Councillor Jones proposed Councillor Fitzwilliams. There being no further nomination it was RESOLVED that Councillor Fitzwilliams be elected Chairman of the Brownlow Memorial Hall Management Committee for the year 2010/2011.

3. Declarations of interest

There were no declarations of a personal or prejudicial interest in respect of any matter to be considered at the meeting.

4. Caretaker report

The Chairman had met with the Caretaker and discussed outstanding issues. After discussion actions were agreed as per the attached report.

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

- a. Item 4a Brownlow Memorial Hall Trust proposed rent increase – a response is still awaited.
- b. Item 6a Scottish & Southern Energy Boards Sub Station Lease – it was noted that the Clerk had progressed on a number of occasions however; the arrears repayment and draft Lease are still awaited.

6. To consider a change to meeting time and to note future meeting dates

Following discussion it was agreed that the current committee would continue to meet on Wednesday afternoons at 4.30 pm. Future meeting dates were noted as 7 July, 4 August (if required), 1 September, 6 October, 3 November, 1 December 2010, 12 January, 16 February, 16 March, 27 April and 25 May 2011.

7. Plus Three Nursery – reimbursement of costs

As previously agreed a £15 contribution had been awarded to the Nursery towards the loss of consumables and soft furnishing cleaning costs.

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The Nursery has advised that this will only cover the cost of replacing consumables and is seeking reimbursement for cleaning the furnishings. After discussion it was agreed to consider at the next meeting when the actual cleaning costs will be known.

8. To review and approve fire risk assessments

Councillor Harrison and the Clerk had carried out a review and the risk assessment documents had been updated accordingly. The amended document was duly adopted.

9. Finance

- a. To consider estimates for replacement roof tiles – estimates to replace approximately 120 tiles were available from Bondright Roofing and D B Roofing. Following discussion and a visual inspection it was decided not to proceed with the work at present. The roof appears to be in a sound condition apart from some tiles which are degrading but are still water tight. It was agreed that at the end of 2012 a full structural survey of the roof will be undertaken.
- b. To consider estimates for internal redecoration – estimates were available from Roy Basten and Barry Lambe for the redecoration of the Green room, Blue room and corridor. It was noted that a third estimate had been requested but Warfield Décor had declined to quote. Although a direct comparison could not be made as each had missed out one item from their quotes it was decided to proceed with the estimate from Roy Basten who had redecorated the main hall and rose room in 2009, provided a total cost of no more than £1650 can be negotiated.
- c. Monthly report - the profit and loss statement for the period April - May was available. Income of £2556 and expenditure of £1069 for May was noted.
- d. Jo Jingles –a request for a reduction in the commercial rate quoted for this casual hire in August was considered. It was agreed to suggest £22.50 in the first instance but the charge may be reduced to £20 if necessary.

7. Items for information

- a. Permission for Plus Three Nursery to erect a banner on the gate during opening hours has been sought from the Brownlow Memorial Hall Trust, a reply is awaited.
- b. Mr & Mrs Bagwell have advised that they have bought a house and are hoping to move out of the flat by the end of July. After discussion it was decided to first investigate whether there are any other members of the church staff who might be interested in the tenancy. Once formal notice has been received local estate agents will also be contacted.

8. Date of next meeting

This was confirmed as Wednesday 7 July 2010.

9. Closure of the meeting

There being no further business the meeting closed at 5.40 pm.