

Minutes of the Meeting
The Brownlow Memorial Hall Management Committee
1 June 2011

Present: Councillors Fitzwilliams (Chairman), Harrison and Ms Healy and Mrs Leftly

1. To elect the Chairman for the year 2011/12

Councillor Harrison, seconded by Mrs Leftly proposed Councillor Fitzwilliams to be elected Chairman for the year 2011/12. There being no further nomination it was RESOLVED that Councillor Fitzwilliams be elected Chairman of the Brownlow Memorial Hall Management Committee for the year 2011/12.

2. Apologies for absence were received from Mr Bagwell and Councillor Towle.

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

5. Minutes of the meeting held on 27 April 2011

These were approved and had been adopted by Council on 18 May 2011.

6. Matters arising from the 27 April 2011 meeting not covered elsewhere on the agenda

There were none.

7. Future meeting dates

Meeting dates for 2011/12 were noted as 6 July, 3 & 31 August, 5 October, 2 November, 7 December 2011, 4 January, 1 February, 7 March, 4 April and 2 May 2012

8. Finance

The profit and loss statement for the period April - May was available. The following key points were noted:

8. Finance continued

- The year end forecast for Plus Three Nursery income is much lower than budget. A meeting has been arranged with Mrs Butler on 21 July 2011. She is reviewing her hours/days hire and the year end forecast may need to be further reduced.
- The year end forecast for expenditure on services is higher than budget whilst the outstanding British Gas debt is repaid.
- The year end forecast for caretaker costs is higher than budget as the caretaker is now responsible for emptying the litter bins at Frost Folly and the Memorial Ground play area.
- Expenditure on replacement carpet will be deferred until next year.
- A budget for operational expenditure for the Cottage is required. The boiler repair proved to be more complicated than first thought and required 7 visits from the contractor. The total cost of the repair is £1225.
- In order to accommodate a number of bookings during August it was agreed that the kitchen upgrade could be deferred until either the Christmas or Easter holidays but will be completed by summer 2012.
- A review of the 5 year plan will be undertaken at the 31 August meeting.

9. Date of next meeting

This was confirmed as Wednesday, 6 July 2011.

10. Closure of the meeting

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