

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

Present: Councillors Fitzwilliams (Chairman), Ms Healy, N Jones, Towle & Mrs Leftly

1. Apologies for absence were received from Councillors Harrison and Mr Bagwell.

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 2011

These were approved and had been adopted by Council on 23 February 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 16 February 2011 meeting not covered elsewhere on the agenda

a. Item 6d Hall redecoration – it was noted that the work will be carried out during week commencing 18 April 2011.

6. Finance

- a. Plus Three Nursery – Councillors Fitzwilliams, N Jones and the Clerk had met with Mrs Butler to review her requirements. To overcome the problem of noise arising from use of the main hall permission to also use the Green Room has been approved. A new increased rate will be charged for the summer term. A further review of usage will be undertaken next term.
- b. Profit and loss statement – figures for the period April - February were not available however, it was noted that a small surplus is still anticipated at year end.
- c. Gas usage - to reduce the outstanding debt the direct debit payable to British Gas increased in February from £300 to £600 per month. It was noted that a review of the energy usage of the Cottage will be undertaken by the Parish Council Finance Committee.
- d. Business rates – it was noted that the charge for the period April 11 – March 12 will be £1013.74 which is within budget.
- e. Energy Performance Certificate – in response to a letter from a company, DEA Direct suggesting the potential requirement for some village halls to comply with the Energy Performance of Buildings directive and have a commercial EPC, BALC and NALC has published further guidance to clarify the situation. Following discussion it was decided to take no action as it was considered that there is no obligation to provide an EPC with regard to the current hiring of the hall.

7. Items for information

- a. Staddlestone Cottage – it was noted that the planning application for the erection of a detached double garage following demolition of the existing garage has been refused by Bracknell Forest Council. The Parish Council Planning Committee has recently considered an application to erect a two storey side and rear extension to the property and has made no comment. Tree preservation order 1044A in relation to the two oak trees located to the front of Staddlestone Cottage was noted.
- b. Census questionnaire – a form has been delivered to the occupier of the Brownlow Hall. A nil return will be submitted.

8. Date of next meeting

This was confirmed as Wednesday, 27 April 2011.

9. Closure of the meeting

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