

Minutes of the Meeting
The Brownlow Memorial Hall Management Committee
13 May 2009

Present: Councillors Fitzwilliams (Chairman), Ms Healy, N Jones,
Reverend Canon Dr Meardon and Councillor Towle.

1. Apologies for absence were received from Councillor Harrison.

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 15 April 2009

The minutes had been approved by Council on 22 April 2009; however the following corrections were noted; item 6a should read 'for the period April 2008 – March 2009' and 'The year's total income had exceed budget by over £3000'.

4. Matters arising from this meeting

- a. Item 4a Cycle rack purchase – it was noted that the stands have been delivered.
- b. Item 4c Southern Electricity Board Sub Station Lease renewal – it was noted that a chasing letter has been sent but a reply is still awaited. Reverend Canon Dr Meardon offered to assist if a response is not forthcoming in June.
- c. Item 8a Brownlow Memorial Hall Trust request for a key – it was noted that the Church Administrator has advised that only one key is held and there is a requirement for the Trustees to have their own. Although Warfield Players key may become available later in the summer it was agreed to arrange for a new key to be cut at the Trustees expense.

5. Access Statement

The revised document was approved. It was agreed to publish the document on the Parish Council web site.

6. Finance

- a. It was agreed to arrange for a blue bin for the disposal of recyclable items at cost of £3.20/fortnight. If the bin is well used consideration may be given to an additional bin.
- b. Following discussion approval was given for the Clerk to spend up to £350 on a new fridge/freezer to replace the fridge which has developed a fault.

6. Finance continued

- c. The profit and loss statement for the month of April 2009 was available; however there had been very few transactions to record. April income of £982 and expenditure of £332 was noted.
- d. The Parish Council Finance Committee had reviewed the plan however, as a result of an end of year financial audit an error in recording sales income had come to light. An adjustment to the regular hirer income had resulted in total sales income of £9982 rather than £11,036 previously recorded.

7. 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.

8. Items for information

- a. An email from Plus Three Nursery Manager was brought to the attention of the meeting. Visitors to the Hall are finding it difficult to make themselves known. Rather than fitting a bell to the front door, which may prove a nuisance to other users, it was suggested that a notice be placed in the window advising visitors to use the rear entrance then staff should notice them. It was noted that the two other concerns relating to the maintenance of the front garden and the fridge are in hand.
- b. Dabbers will be starting repairs to the flat from 26 May 2009, as detailed in the August 2008 quotation.
- c. Serena Williams has been appointed to the Brownlow Memorial Hall Trust.

9. Date of next meeting

This was confirmed as Wednesday, 17 June 2009.

10. Closure of the meeting

There being no further business the meeting closed at 5.30 pm.