

Minutes of the Meeting
The Brownlow Memorial Hall Management Committee
12 May 2010

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

Ms L Winton for the Caretaker's report only

1. Apologies for absence were received from Councillor Harrison and Mr Bagwell (Warfield Churches).

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. Caretaker report

Ms Linda Wilton presented the caretaker's report. Issues were discussed and actions agreed as per the attached.

4. Matters arising from the 17 March meeting not covered elsewhere on the agenda

- a. Item 4c Brownlow Memorial Hall Trust proposed rent increase – a response to a letter explaining why any increase is unacceptable is still awaited
- b. Item 4d Publicity brochure reprint – has been completed.
- c. Item 6a Redecoration Green Room, Blue Room & fire exit lobby - estimates are in the process of being sought

5. Plus Three Nursery – reimbursement of costs

It was noted that soiling to soft furnishings and damage to consumables had occurred following mouse activity in the nursery's main storage cupboard. After discussion it was decided on this occasion, to make a small contribution of £15 towards the costs incurred and to seek confirmation that all consumables will be stored in plastic boxes.

6. Finance

- a. Scottish & Southern Energy Boards Sub Station Lease
It was noted that the arrears payment and draft Lease are still awaited.
- b. Monthly report
The annual profit and loss statement for the year ending March 2010 was available. An operating surplus of £9071 and a total surplus of £2225 had been recorded.

6. Finance continued

- b. The profit and loss statement for the period April – May was also available. Income of £5693 and expenditure of £1376 was noted. It was agreed to carry out a review of the 5 year plan before the end of July.

7. Items for information

- a. It was noted that Linda Winton's probationary period will be completed on 24 May 2010. It was agreed that the letter confirming the permanent position will be subject to clearance from her CRB check.
- b. It was noted that the Chairman, Warfield Players has given permission for the stage to be stored in their container if the Committee decides that extra storage space is required in the hall.

8. Date of next meeting

This was confirmed as Wednesday 9 June 2010.

9. Closure of the meeting

There being no further business the meeting closed at 5.20 pm.