

Minutes of the Meeting
The Brownlow Memorial Hall Management Committee
4 November 2009

Present: Councillor Fitzwilliams (Chairman), Councillors Harrison, Ms Healy and N Jones

1. Apologies for absence Ms Boys and Mrs G Leftly.

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 14 October – approved by Council on 21 October 2009.

4. Matters arising from this meeting

- a. Item 5 Scottish and Southern Energy Boards sub station Lease renewal – Scottish & Southern Energy have offered to provide a plan.
- b. Item 8 Hall blinds – an adjustment will be done on 6 November.
- c. Item 8 Kitchen cupboard security – an estimate of £163.90, £32.78 per lock was available for consideration. Following discussion it was decided to investigate a cheaper alternative.
- d. Item 8 Additional small tables – a quotation will be sought.

5. Boundary Confirmation with Hunters Chase

A detailed plan showing the revised boundary and signed by both Mr Rees acting for the Oxford Diocese and Reverend Canon Dr Meardon on behalf of the Brownlow Memorial Hall Trust was available. Following discussion the plan was duly signed by Councillor Fitzwilliams, Chairman Brownlow Hall Management Committee.

6. Finance

- a. The profit and loss statement for the period April – October was available. Income to date was noted at £24,405 (includes 2 terms Plus Three Nursery rent) and expenditure at £15,357 with an operational surplus of £9048. It was noted that during the Christmas holiday the readjustment of the kitchen fire shutters and a roof and gutter inspection have been arranged. A rateable value of £6800 has been advised effective from 1 April 2010. *Post meeting note current valuation is £6800.*
- b. A review of the annual plan ahead of the budget setting meeting noted that: expenditure should be increased by 3% excluding rent, no change to income, repairs to brickwork to be deferred to 2011/12 and a £1000 increase in the internal redecoration budget.

7. Caretakers Report

As there were no issues to bring to the attention of the meeting the Caretaker's report had not been produced this month.

8. Items for information

There was nothing to note.

9. Date of next meeting

This was confirmed as Wednesday, 2 December 2009.

10. Closure of the meeting

There being no further business the meeting closed at 5.05 pm.