

Minutes of the Meeting
The Brownlow Memorial Hall Management Committee
3 November 2010

Present: Councillors Fitzwilliams (Chairman), Harrison, Jones and Towle, Mr A Bagwell and Mrs Leftly

1. Apologies for absence were received from Councillor Ms Healy.

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 6 October 2010

These were approved and had been adopted by Council on 27 October 2010.

4. Caretaker report

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

5. Matters arising from the 1 September meeting not covered elsewhere on the agenda

- a. Item 5a Scottish & Southern Energy Boards Sub Station Lease – ongoing.
- b. Item 5b Plus Three Nursery banner – as there had been no response from the Brownlow Hall Trust it was assumed that there is no objection to the display of the banner.

6. The Cottage

A letter from Concept Lettings was brought to the attention of the meeting. An inspection had been carried out and the overall condition of the property has been reported as excellent. A number of issues have been raised by the tenant. After discussion the following actions were agreed:

- The broken extractor fan in the downstairs cupboard will be replaced with a pane of glass
- Councillors Fitzwilliams and Jones will investigate and find a solution to the flooding in the courtyard
- Concept Lettings contractor will investigate the problem with the bathroom extractor fan
- In principle it will be acceptable to install a porch/canopy over the front door however drawings will be needed as the Brownlow Hall Trust's permission will also be required.

7. Finance

The profit and loss statement for the period April - October was available. A review of the spreadsheet had been undertaken and the Cottage income and expenditure is now presented separately. The operational surplus for the hall was noted as £2772 and for the Cottage £3215 however, the overall surplus is £3226 as some capital improvement costs have been incurred. After discussion it was decided that Councillor Jones would re-examine the document and also include the year end forecast figure.

A review of the 2011/12 plan ahead of the forthcoming budget setting meeting was carried out. After discussion it was agreed to include a capital & improvements reserve for forthcoming projects including the proposed kitchen upgrade.

8. Annual Users Meeting 7 October 2010

It was noted that the meeting had been cancelled as only one user was available and there were no serious issues to discuss. A letter reminding users about the care of the building and requesting feedback had been circulated instead. One response had been received. A complaint regarding the cleanliness of the hall floor and a request for dimmer lights was noted.

9. Response to severe weather

The clearing of ice and snow in the event of another period of severe weather was considered. After discussion it was agreed that Councillor Fitzwilliams and the Clerk would draft a policy document for consideration at the next meeting.

10. Items for information

The roof of Warfield Players storage container has been repaired and no longer leaks. The spare doors stored in the container have not been damaged.

11. Date of next meeting

This was confirmed as Wednesday, 1 December 2010.

12. Closure of the meeting

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