

Minutes of the Meeting
The Brownlow Memorial Hall Management Committee
15 October 2009

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

1. Apologies for absence there were none.

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 2 September 2009 – approved as a correct record.

4. Matters arising from this meeting

a. Item 4c Rose Room sliding door - Although a response has not been received from Klub DK regarding the repair it was agreed that no further action will be taken.

5. Scottish and Southern Energy Boards sub station Lease renewal

A letter dated 30 September 2009 enclosing a cheque for £840 to cover the arrears of rent payable under the existing Lease was brought to the attention of the meeting. Scottish and Southern Energy has also confirmed that a standard Lease will be made available and legal costs of between £570 and £760 are acceptable.

6. Committee Members Term of Office

It was noted that at the Council meeting held on 23 September 2009 Councillors Harrison and N Jones were unanimously re-elected and will serve a four year term of office. Councillors Fitzwilliams and Ms Healy both have two years left to serve.

7. Boundary Confirmation with Hunters Chase

A request from Pitmans Solicitors, acting on behalf of Millgate Developments Limited who developed the property adjoining the Brownlow Hall, was brought to the attention of the meeting. A new title plan has been issued to correct a boundary defect. This has been signed by the Solicitor acting for both the Oxford Diocese and the Brownlow Memorial Hall Trust. Permission to send the plan to Warfield Parish Council for signature is being sought. Concern that the plan supplied did not have sufficient detail, particularly the line of the culvert which will require maintenance, was expressed. It was therefore decided to request a more detailed plan in the first instance.

8. Issues raised by User Groups

The meeting had been well attended. The following matters were noted for further investigation:

- Some of the hall blinds need to be adjusted as they have been refitted incorrectly following redecoration
- To improve security and to enable the Caretaker to have access consideration may be given to replacing kitchen cupboard locks
- Additional small tables have been requested particularly from the Bridge Club, it was agreed to obtain a quotation for 6 tables

9. Finance

- a. The profit and loss statement for the first half of the year April – September was available. Income to date was noted at £21,740 however, income for Plus Three Nursery was higher as it included 2 terms payment. Expenditure at £13,998 is lower than budget but a roof inspection has yet to be undertaken. A monthly £120 reduction in the direct debit payment to South East Water will take effect in November as the arrears incurred when a water leak went undetected have now been cleared.

10. Caretakers Report

The Clerk had discussed outstanding issues with the Caretaker. The attached report was brought to the attention of the meeting.

11. Items for information

There was nothing to note.

12. Confidential item (see attached)

13. Date of next meeting

This was confirmed as Wednesday, 4 November 2009.

14. Closure of the meeting

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