

Minutes of the Meeting
The Brownlow Memorial Hall Management Committee
6 October 2010

Present: Councillors Fitzwilliams (Chairman) and Ms Healy, Mr A Bagwell and Mrs Leftly

1. Apologies for absence were received from Councillors Harrison, N Jones and Towle.

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 1 September 2010

These were approved and had been adopted by Council on 22 September 2010.

4. Caretaker report

Ms Linda Winton presented the caretaker's report. 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. Wilson & Berry Solicitors Terms of Reference has been signed. A letter seeking consent to the renewal has been sent to the Diocesan Trustees (Oxford) Limited.
- b. Item 5b Plus Three Nursery – permission to display the banner is still awaited from the Brownlow Hall Trust

6. The Flat

- a. New tenancy – Concept Lettings has provided a revised residential letting and management agreement incorporating the Parish Council proposed changes to the document. This was approved and duly signed.
- b. Update on water damage and other repairs - no asbestos was found in the artex. A new ceiling has been fitted and the redecoration was completed before the new tenancy was in residence. A further problem, unrelated to the water leak, has occurred. An estimate of £665 to repair a rotten beam and replace roof flashing has been approved and the repairs are in hand.
- c. Renaming – Bracknell Forest Council and Royal Mail postcodes have confirmed the change of name and the official address will be The Cottage, The Brownlow Memorial Hall, Newell Green, Warfield, RG42 6AB. The Cottage nameplate has been affixed to the gate.

7. Finance

The profit and loss statement for the period April - September was available. Income of £7422 and expenditure of £4810 for September had been recorded. It was noted that for the first six months of the year expenditure had been broadly in line with the budget and income slightly ahead due to an increase in casual hire lettings.

8. Annual Users Meeting 7 October 2010

A list of issues prepared by the Caretaker was available for consideration. It was noted that confirmation had been received from Klub DK, Bracknell Choral Society and Bracknell North Guide Association. Mrs Leftly would be attending and representing Warfield WI and Mr Bagwell Warfield Churches.

9. Items for information

There was nothing of note to report.

10. Confidential item (see attached)

11. Date of next meeting

This was confirmed as Wednesday, 3 November 2010.

12. Closure of the meeting

There being no further business the meeting closed at 5.40 pm.