

Minutes of the Meeting
The Brownlow Memorial Hall Management Committee
1 September 2010

Present: Councillor Fitzwilliams (Chairman), Harrison, Ms Healy and N Jones, Mr A Bagwell (until 5.00 pm) and Mrs Leftly

1. Apologies for absence were received from Councillor 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 4 August 2010

These were approved and had been adopted by Council on 25 August 2010.

4. Caretaker report

It was noted that nothing new had been reported.

5. Matters arising from the 4 August meeting not covered elsewhere on the agenda

- a. Item 5b Scottish & Southern Energy Boards Sub Station Lease – ongoing. Wilson & Berry Terms of Business to be completed.
- c. Item 5e Plus Three Nursery banner - permission is still awaited from the Brownlow Hall Trust.

6. The Flat

- a. New tenancy – an assured shorthold tenancy agreement with Ms Hall, arranged by Concept Lettings, was signed on 18 August 2010. The term of the tenancy is 36 months and the rent payable is £750 a month to include a contribution towards gas and water usage. A review of the residential letting and management agreement with Concept Lettings has been carried out. A number of changes will need to be made before it can be signed. As Warfield Parish Council is not the owner of the property formal confirmation agreeing to the letting will be sought from the Brownlow Hall Trust. Ms Hall is undertaking a total refurbishment of the property at her own cost including the replacement of all the carpets. A leak under the bath had gone undetected for some time and a ceiling has been damaged and will need replacing. A quote of £1135 has been obtained however before work can start, as a precaution, the insurance assessor has requested that an asbestos test be carried out. Should asbestos be found then the quote will increase. The costs will be reclaimed on insurance however there is a policy excess of £250. Permission to remove a rhododendron bush to accommodate a cycle store was given provided sufficient screening is maintained.

6. The Flat continued

- b. Renaming – Concept lettings had advertised the property as the cottage and this was felt to be a more appropriate name. After discussion renaming to The Cottage, Brownlow Memorial Hall was approved. A nameplate for the gate will be organised in due course.
- c. Consider installation new gas connection – after discussion it was agreed to pursue the detail of making a separate connection and review in the spring.
- d. Consider internal water meter – after discussion it was decided to defer and review in a year's time.

7. Finance

The profit and loss statement for the period April - August was available. Income of £1205 and expenditure of £3367 for August was noted.

8. Items for information

- a. Bracknell Forest Borough Council Health and Safety Self Assessment questionnaire has been completed.
- b. Notes of the meeting with Brownlow Memorial Hall Trustees were available. These were approved and signed by the Chairman and will be forwarded to the Trustees.

9. Date of next meeting

This was confirmed as Wednesday, 6 October 2010.

10. Closure of the meeting

There being no further business the meeting closed at 5.15 pm.