

Minutes of the Meeting
The Brownlow Memorial Hall Management Committee
17 June 2009

Present: Councillors Fitzwilliams (Chairman), Ms Healy, N Jones, Mrs Leftly and Reverend Canon Dr Meardon.

1. Apologies for absence were received from Councillors Harrison 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 13 May 2009 – approved by Council 20 May 2009

4. Matters arising from this meeting

- a. Item 4a Cycle stands – the stands have been delivered and will be erected during the August holiday.
- b. Item 4b Scottish and Southern Electricity Board Sub Station Lease renewal – as a reply to the chasing letter has not been received Reverend Canon Dr Meardon offered to progress.
- c. Item 4c Brownlow Memorial Hall Trust key – a proforma invoice has been received and the key will now be ordered.
- d. Item 6a Recycling – a blue bin is now on site. It was noted that recycling facilities at community halls had been discussed at the May Parish & Town Council Liaison Meeting and the topic will be raised again at the July meeting.
- e. Item 6b Kitchen equipment – it was noted that a new larder fridge rather than a fridge/freezer had been purchased.
- f. Item 8b External decorative repairs to flat – it was noted that Dabbers has not completed all the works but the remainder should be completed during the August holiday.

5. Plus Three Nursery – request for a front door bell

Following discussion, to assist the Nursery, permission for a front door bell was given.

6. Fire Safety Risk Assessments

Councillor Harrison and the Clerk had carried out a review and the risk assessment documents had been updated accordingly. The amended document was duly adopted.

7. Finance

- a. The profit and loss statement for the period April - May was available. Income for May of £7679 and expenditure of £1432 had been recorded. It was noted that May's income had been higher as Plus Three Nursery had changed to a termly rather than a monthly payment.
- b. As a result of a discussion as to whether the Council's insurance policy provides cover should Warfield Churches give permission to another group to use the Hall during its reserved use on a Sunday it was agreed to seek clarification from Came & Company.

8. Caretakers Report

The Chairman had met with the caretaker to discuss issues and bring those matters requiring further action to the attention of the meeting. The attached report was then agreed.

9. Management Committee – to consider replacement on retirement of Reverend Canon Dr Meardon

Councillor Fitzwilliams thanked Reverend Canon Dr Meardon for his help and assistance particularly in facilitating the relationships involved with the management of the hall and wished him a very happy retirement. Approval for Sylvia Boys, Warfield Churches to attend meetings on behalf of the Brownlow Memorial Hall Trust until a new Minister is appointed was confirmed.

10. Items for information

Future meeting dates were noted as: 17 June, 29 July, 2 September, 7 October, 4 November, 2 December 2009, 13 January, 17 February, 17 March, 28 April and 26 May 2010

9. Date of next meeting

This was confirmed as Wednesday, 29 July 2009.

10. Closure of the meeting

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