



MINUTES OF THE MEETING OF THE FACILITIES COMMITTEE

Held on **Tuesday, 13 October 2015** at **7.45 pm** in the Parish Office

Present: Councillors Dr Barnard (chair), Dr Haffegée and Towle.

A001. Apologies for absence

Apologies were received from Councillors Ms Healy and Jones.

A002. Declarations of interest and dispensations

Cllr Dr Barnard declared interests as a borough and town councillor.

A003. Matters arising

The Clerk prepared a tracker showing actions remaining from the old Brownlow Hall Management Committee (BHMC) and the Whitegrove Community Centre Management Committee (WCCMC) and updated members on progress. Members agreed that the tracker was a useful tool and asked for this to be continued.

The Clerk was asked to look at waste management at both halls particularly regarding recycling provision, storage provision (sheds) and to confirm winter arrangements for users.

A004. Membership

The terms of reference for the new committee allowed membership to non-elected members by co-option. The BHMC previously included a position (not taken up) for the Brownlow Memorial Hall Trust (BMHT). The new committee agreed to offer a position to the BMHT. The Clerk advised members that any co-optee would be bound by the code of conduct and would be subject to Parish and Community Councils (Committees) Regulations 1990 (SI 1990 no.2476), which limited the voting rights of non-members. The Clerk was asked to write to BMHT to invite them for a nominee and substitute member.

A005. Finance 2015/16

The Clerk circulated the finance statement to the committee ahead of the meeting and this was noted.

The Clerk advised members that he had received a booking request for a regular weekly booking on Saturdays between 10am and 6pm for 38 weeks of the year. On consideration members concluded that the booking would be a significant boost for

Whitegrove in terms of activity and finance. The Clerk was delegated to confirm the hire rate and agreement.

A006. Three year business plan

Ahead of the budget setting process, the Clerk prepared a three year business plan which included some elements of administration, but excluded any capital improvements and circulated this to the committee.

The committee noted the financial plan and agreed that a condition survey should be carried out to assess the condition of the Brownlow Hall.

A007. Budget 2016/17

The committee agreed that the 3 year financial plan should form the basis of the budget submission for 2016/17. The Clerk was asked to obtain prices for redecoration of the Brownlow Hall for works to take place in 2015/16 and 2016/17. A quote was also to be obtained to look at upgrading the lighting in the main hall to bring about greater energy efficiency.

A008. Condition Report

The Clerk circulated to members a condition report giving a report on the halls and play areas and the contents were noted. The committee asked the Clerk to speak to Allan Moffatt of BTC regarding the play area surfaces.

A009. Licencing Update

The Clerk advised members that the premises licence for Whitegrove had been surrendered and would now operate during 'deregulated hours' only. The Brownlow Hall licence arrangements had been confirmed and checked by officers from BFC.

A010. User report

The Clerk updated members on the current regular usage arrangements at Brownlow and Whitegrove. Members noted the updated.

A011. Items for information

There were no items for information.

A012. To confirm the date of the next meeting

At the request of the Chair and subject to agreement of all committee members, the next meeting would be on Wednesday 2 December at 7.45 pm.

A013. Closure of the meeting

The meeting was closed at 9.10 pm.