*Present: Councillors Peter Ashton, Joe Ashton and Lynne Ware; FoBH representatives Jan Pollard and Eddie Nash; Richard White, manager of BHCC.*

**1819/34 Chair’s remarks**

Thank you to Richard for arranging the meeting and to everyone for attending.

**1819/35 Apologies for absence**

None.

**1819/36 Councillors attending but not a Committee Member**

None.

**1819/37 Disclosures of interest**

None.

**1819/38 Minutes of the previous meeting**

Minutes of the last meeting of the Bracken Hall Sub Committee were approved unanimously.

**1819/39****Public participation**

None requested.

**1819/40 Response to public participation**

None.

**1819/41 Important information from Councillors and staff**

None forthcoming.

**1819/42 To receive information on YLCA’s guidance regarding a business plan**

As no YLCA councils have a venue similar to BHCC, business advice is not available locally. Options are to contact other authorities or another third party, for which several suggestions were given. Richard is to liaise with the Clerk in order to have a range of business models available by 31 May 2019.

**1819/43 To receive information on past minutes regarding the original BHCC policy**

No comments.

**1819/44 To receive an update on improvements on publicity for the Centre**

BHCC manager plans to have a banner made for the roundabout. Other publicity options were discussed, including noticeboards. Eddie Nash to report back at the next meeting.

**1819/45 To receive an update on BHCC’s fire policy**

Two quotes will be received from outside providers to complete a fire safety review. BMDC to be contacted to see if they would be able to provide this service. The fire action plan has been updated, and whistles have been installed in various places in the centre.

**1819/46 To receive a report on BHCC’s Child Protection Policy**

Volunteer coordinator has developed a CP policy to be present to Governance on 15 April.

**1819/47 To receive an update on BHCC’s Hire and Charges Policy**

The policy has been simplified for clarity regarding the range of price bands.

**1819/48 To receive a report on BHCC’s volunteer recruitment**

Currently there are 20 active volunteers. One inducted person has yet to begin; in the last 12 months, 3 volunteers have left. Two enquiries have been received in the last month or so.

There has been a query regarding the status of the volunteer coordinator; Cllr. P. Ashton will enquire with the clerk on this matter.

**1819/49 To receive an update on the process of reworking/funding BHCC’s Exhibition Room**

A workshop was held in December to discuss ideas. BHCC manager is to pursue funding options for future exhibitions.

**1819/50 Promotional opportunities**

To agree any promotional opportunities arising from this agenda, to delegate these to the Council’s appointed spokespersons for publicity, and to agree who is to provide copy.

**1819/50 Items for future agenda**

* + 1. Business plan
    2. Child protection policy
    3. Brainstorming session for funding and reworking of the Exhibition Room
    4. Volunteer recruitment

**1819/51 Next Bracken Hall Sub-Committee meeting**

The next Bracken Hall Sub-Committee meeting date and all meeting dates and times for 2019-20, will be confirmed at the first Full Council Meeting on the 13th of May 2019.

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