



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE
NEXT MEETING ON 23RD JULY 2015**

**A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT
COMMITTEE WAS HELD ON THURSDAY 4TH JUNE 2015 AT 7.30PM IN THE
SOCIETIES ROOM AT THE LIPHOOK MILLENNIUM CENTRE, ONTARIO
WAY, LIPHOOK.**

MINUTES

PRESENT:

Cllr M Croucher
Cllr J Ives
Cllr J Poole
Cllr D Gerrard
Cllr Easton
Mrs K Feeney – Liphook Millennium Centre Officer (LMCO)

There were three members of the public and 1 member of the press present.

28/15 CHAIRPERSON'S ANNOUNCEMENTS

Cllr Ives welcomed Cllr Easton to the committee.
As member of BLACS were present, Cllr Ives advised that the agenda for the meeting would be changed.

29/15 APOLOGIES FOR ABSENCE

No apologies received.

30/15 DECLARATION OF INTERESTS

No interests were declared.

31/15 MINUTES OF THE MEETING

Minutes of the meeting held on 28th March 2015.
Proposed Cllr Ives, Seconded Cllr Croucher, unanimously approved.

32/15 MATTERS ARISING FROM THE MEETING

Vice Chair election to be deferred to July meeting.

Cllr Ives confirmed that all works now completed on lighting rigging and a certificate of safety has been issued (Minute item 22/15)

LMCO to speak to Southern Water regarding compensation for high water consumption due to faulty regulator (Minutes item 23/15)

LMCO confirmed that LIB water tank is not yet installed (Minute item 24/15)

Cllr Ives advised that User Meeting has been scheduled for June (Minute item 27/15)

33/15 PUBLIC PARTICIPATION SESSION

Members of the public and press were present.

There were no questions with respect to items not on the agenda.

There were no questions with respect to items on the agenda.

34/15 DISCOUNTS

Historical hall hire discounts have recently been brought to the attention of Cllr Ives. The Executive Officer, Cllr Ives and Cllr Croucher discussed these discounts, some of which were substantial, and a decision was made to honour the discounts and credit notes were issued.

Cllr Ives explained that as a result, further discussions had taken place regarding the Millennium Centre's position as a community facility. It was felt that the Centre should be affordable to users that hold events that enhanced the village and offered a benefit to the local people. The Millennium Centre should be seen in a more positive way and as an asset to the community.

Cllr Ives requested that a proposal to waver all fees for annual events to specific groups who met the following criteria was agreed:

The group was Liphook based

The group were regular users

It was restricted to one event per year

Cllr Ives proposed, Cllr Croucher seconded and the decision was unanimously agreed.

35/15 BUDGET MONITORING STATEMENT

Cllr Ives noted that the lettings income was discussed and minuted at the last meeting.

There will be a reduction in staff costs as the post of PGM is currently vacant and the Centre is currently being managed day to day by the LMCO who is on a year's contract to cover maternity leave.

Cllr Ives informed the committee that a decision had also been taken to revert back to the original caretaking staff rota and that Daniel Saunders had been given a permanent contract for 18.5 hours per week. An advertisement for a second caretaker was being organised.

36/15 MATURE MOVERS

Cllr Ives referred to Appendix 4 which is a letter from Karen Lewis of Mature Movers. The letter explains that Mrs Lewis runs an exercise class for mature students and was originally trained with the assistance of a grant from the council. Mrs Lewis works on behalf of Extend (a registered charity.) Mrs Lewis has requested that she receives 15% community discount on her weekly hall hire cost.

Cllr Croucher suggested that Mrs Lewis might consider seeking a grant from either of two sources; EHDC grant or a grant from a district councillor who has money every year to help local groups.

Cllr Ives proposed the Mature Movers receive the 15% community discount for the current financial year. Cllr Trotter seconded, all in favour. LMCO to write to Mrs Lewis to inform her.

37/15 HIRE COSTINGS (NEW STRUCTURE)

An updated Appendix 5 was distributed to members of the committee. The proposal to offer discounts to particular members of the community was discussed. Cllr Ives and LMCO had met and discussed ways in which customers could be encouraged to use the LMC. A table of discounts was discussed and it was agreed to offer the following for the current financial year:

Regular Users (more than 20 hours per month)	15%
Regular Users (more than 40 hours per month)	20%
Long Term Users (more than 5 years)	15%
Children's Events	20%

Discounted packages for events was also discussed and agreed as follows:

Wedding (12 hours use in Main Hall/Canada Room)	£550.00
Wakes (4 hours in Canada Room)	£55.00
Wakes (4 hours in Main Hal)	£75.00
Children's Parties (3 hours in Main Hall)	£65.00
Adult Parties (4 hours with use of bar in Canada Room)	£165.00
One off use of hall by Regular Users for Shows/Exhibition	FOC
Tiered Seating will be free to regular users.	

These discounts will be monitored for a year to see if they increase footfall into the centre.

38/15 USER GROUP FEEDBACK

Following the User Group meeting that took place, three cupboards have been reorganised and can now be offered to user groups. LMCO to organise a site visit by a sound expert (who lives locally) to come and assess the microphone situation.

39/15 NEW HALL FLOOR

The LMCO outlined the proposal for the replacement of the Main Hall floor and informed the meeting that only one company within the UK was able to replace the Granwood flooring with the same material. LMCO explained that until the floor was removed it was going to be difficult to tell the extent of the damage to the screed beneath it. The committee agreed to the proposal to replace the existing floor with the same Granwood material.

Cllr Ives proposed. Cllr Croucher seconded, all were in favour of proceeding with this option.

40/15 FIRE AND SECURITY MAINTENANCE AGREEMENT APPROVAL

The ADP maintenance agreement was discussed and agreed. Cllr Ives proposed, Cllr Trotter seconded. All in favour. LMCO to action immediately.

Cllr Easton suggested that a fire drill be organised.

41/15 CCTV

LMCO to obtain a quote for a digital CCTV system for monitoring the foyer. The proposal was agreed in principal and once written quotations have been obtained these are to be circulated for approval.

Cllr Trotter reminded the LMCO that a notice would need to be put up if the Millennium Centre foyer was to be monitored by CCTV.

42/15 REVIEW BAR SITUATION

The committee discussed the end of the current bar contract. Two options are available at this stage. 1) To go out to tender. 2) To manage the bar internally.

Cllr Ives explained that the bar is only open for a limited number of events, namely the Cinema evenings.

LMCO to contact other local halls to find out how other local facilities manage their bar.

Meeting ended at 9.20pm

Chairman

Date