



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE  
NEXT MEETING ON THE 19<sup>th</sup> JANUARY 2017.**

A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE  
WAS HELD ON THURSDAY 17<sup>TH</sup> NOVEMBER 2016 AT 7:30PM IN THE CANADA ROOM  
AT THE LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.

## MINUTES

### PRESENT:

Cllr Croucher (Chairman)

Cllr Trotter (Vice-Chairman)

Cllr Ives

Cllr Poole

Cllr Kirby

Mrs Snedden – LMC Events Manager

Ms Kite – Deputy Executive Officer

Also in attendance – Cllr Winfield, 1 member of the press

### 66/16 CHAIRPERSON'S ANNOUNCEMENTS

The Chairman reminded everyone to have their mobile phones on silent and explained where the fire exits were.

### 67/16 APOLOGIES FOR ABSENCE

Cllr Enticknap-Green.

### 68/16 DECLARATIONS OF INTEREST

No interests were declared.

### 69/16 MINUTES OF THE MEETING

The minutes of the meeting held on 15<sup>th</sup> September 2016. Proposed Cllr Croucher, seconded Cllr Kirby, unanimously approved.

### 70/16 MATTERS ARISING FROM THE MEETING

There were no matters arising.

## **71/16 PUBLIC PARTICIPATION SESSION**

No members of the public were in attendance.

## **72/16 REPORT ON ACTIVITY AT THE MILLENNIUM CENTRE – Events Manager**

- Room hire bookings are good going into Christmas and they are picking up well for 2017.
- There are a number of children's events, including two roller skating discos, being held during the school Christmas holidays.
- Tickets for children's films can be bought as a 'family of 4 discount'.
- Cinema films are booked up to April 2017. The next film is 'Eye In The Sky' in December and the next film and food night will be held in February.

The issue of client parking was raised especially as there is a restriction of three hours for parking in the small Sainsbury's car park.

It was agreed that clients should not be allowed to park to the rear of the centre. Cllr. Croucher requested that a letter be sent from the parish office to clarify our agreement with Sainsbury's on how many spaces and the general use that the LMC has of this car park.

## **73/16 CUSTOMER HIRE AGREEMENT**

Main additional clause inserted - Credit and debit cards are to be accepted at both the LMC and the parish office in the future. The clause: Regular users of the Millennium Centre should pay no later than the date of the last date booked – is to be deleted. This and other minor changes to the Terms of Hire were agreed.

## **74/16 CAPITAL WORKS UPDATE**

Repairs to the amphitheatre and main hall have now been completed.

New Gopak tables have been purchased and chairs will be ordered when the specification has been agreed.

The removal of client's items from the storage rooms on the first floor is near completion. It was agreed that this should be completed by the end of the year.

The working party should meet again soon to discuss the refurbishment of the Societies and Village Rooms.

## **75/16 BUDGET MONITORING**

There were no questions following the report from the Deputy Executive Officer.

## **76/16 BUDGET 2017 / 2018**

A question was raised over the cost of operating the bar. The sale and return policy had not been used which distorted the figure on the cost side. It is expected that this would even out over the course of the next months.

## **77/16 RECRUITMENT UPDATE**

Interviews had taken place for recruiting an Administrator for the LMC. Response to the advertisement had been very good and six candidates had been offered an interview.

Meeting closed 8:35pm.

Signed

Date

Chairman