



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE  
NEXT MEETING ON THE 18<sup>th</sup> MAY 2017.**

**A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE  
WAS HELD ON THURSDAY 16<sup>th</sup> MARCH 2017 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

Cllr Green

G.Snedden - LMC Events Manager

K. Etherington – LMC Administrator

Press were also in attendance

### 15/17 CHAIRPERSON'S ANNOUNCEMENTS

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

### 16/17 APOLOGIES FOR ABSENCE

Cllr Green.

### 17/17 DECLARATIONS OF INTEREST

No interests were declared.

### 18/17 MINUTES OF THE MEETING

The minutes of the meeting held on 19<sup>th</sup> January 2017.

Proposed Cllr Croucher, seconded Cllr Trotter, unanimously approved.

## **19/17 MATTERS ARISING FROM THE MEETING**

**Item 11/17** – Cllr Trotter asked if anything had been done about the Parish Office contacting the Electricity Board. It was decided nothing had been done and the matter should be chased.

**Item 12/17** – Cllr Trotter is to work with LMC staff to carry out a risk assessment.

## **20/17 PUBLIC PARTICIPATION SESSION**

Cllr Croucher proposed to strike out item 14/17 as this was an error.

No members of the public were in attendance

## **21/17 REPORT ON ACTIVITY AT THE MILLENNIUM CENTRE – Events Manager**

- Film nights have benefitted from the new database and the card machine. Future films are already starting to sell. June's cinema event will be a Film and Food night. There will then be a break in July and August.
- New bookings are coming through
- Future events planned are Spring Indoor Boot Sale, and Volunteer Day
- The MAD Pantomime went very well, and they have booked to use the LMC for the foreseeable future
- A Regular User Group Meeting is to be arranged. LMC Manager will propose dates to the LMC Committee and Regular User Groups.
- The idea of the LMC hosting an event at the annual Liphook Sports Day was suggested. It was agreed this was a good idea. LMC staff will liaise with Cllr Ives.

## **22/17 BOX OFFICE TAKINGS**

G. Sneddon gave a report on the Box Office Takings. Cinema sales are doing well and have been boosted by the new card machine. Bar stock is now being recorded after every event.

## **23/17 LMC ADVERTISING LEAFLETS**

LMC Event Manager and Events Administrator suggested it would be a good idea to produce tri-fold leaflets advertising the facilities of the LMC. These would be distributed throughout the local area in such places that hold leaflets, and be included in the Messenger Newspaper. The Committee agreed this was a good idea, and suggested some alterations to the prototype leaflet, before they are printed. To be discussed again at the next Committee meeting.

## **24/17 CAPITAL WORKS**

Peter Stanley, Executive Officer, provided an update on the Capital Works project (Appendix 4). A meeting was held on 13<sup>th</sup> February 2017 and met with Adrian Bird, with a brief to move the Haskell Centre over to the LMC. The project will involve some new build at the rear of the centre. The Working Party will meet again shortly to consider the draft plans provided by Adrian Bird.

## **25/17 REFURBISHMENT OF FIRST FLOOR**

To make better use of the upstairs rooms. The removal of client's items is underway. Building Recs had to be reapplied for as the previous ones had expired.

## **26/17 CCTV CAMERAS AROUND THE LMC**

Situations are occurring outside the LMC which need to be discouraged, such as smokers, ball games, and missing bins. It has been suggested that new wireless CCTV Cameras get installed. LMC Staff will research and gather quotes to bring to the next meeting.

**27/17 FACILITIES MANAGEMENT COMPANIES**

Still ongoing and awaiting proposals from several firms.

**28/17 BUDGET MONITORING**

There were no questions or issues arising.

**29/17 ANY OTHER BUSINESS**

Two Coolers in the LMC Bar are now broken and need to be replaced. LMC Events Manager will look into the cost of these.

After the case of the LMC Refuse bin going missing, it has been suggested that the Youth Club move some of their equipment out of the external bin store, so that the bin be moved into there.

Meeting closed 8:40pm

Signed

Date

Chairman