



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE
NEXT MEETING ON THE 20th JULY 2017.**

**A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE
WAS HELD ON THURSDAY 18th MAY 2017 AT 7:30 PM IN THE CANADA ROOM AT THE
LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.**

MINUTES

PRESENT:

Cllr Croucher (Chairman)
Cllr Trotter
Cllr Poole
Cllr Kirby
LMC Events Manager
Executive Officer

The press was in attendance for part of the meeting. No public in attendance.

30/17 CHAIRPERSON'S ANNOUNCEMENTS

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

31/17 APOLOGIES FOR ABSENCE

Cllr Green, Cllr Ives.

32/17 DECLARATIONS OF INTEREST

No interests were declared.

33/17 MINUTES OF THE MEETING

The minutes of the meeting held on 16th March 2017.

Proposed Cllr Croucher, seconded Cllr Trotter, unanimously approved.

34/17 MATTERS ARISING FROM THE MEETING

Minute 26/17 CCTV – Cllr Trotter asked whether quotations for CCTV had been obtained. The Executive Officer stated that installation of CCTV had been placed on the list of capital projects to be considered later in the meeting. The committee had received some quotations in the past but decided against proceeding. It will be important to agree a specification, which should include the possibility to read car number plates.

35/17 PUBLIC PARTICIPATION SESSION

No members of the public were in attendance

36/17 AV EQUIPMENT

The meeting was adjourned to hear a presentation and see a demonstration from Richard Nicholls from Complete Audio Visual Equipment Ltd. He demonstrated some equipment and presented some proposed solutions for the Millennium Centre. AV equipment can be wire free and operated remotely from any room using a laptop or smart phone. Mr Nichols suggested the equipment rack in the hall could be moved elsewhere. He also recommended some improvements to the hearing loop. Cllr Trotter explained that this will need to be compatible with modern hearing aids and this will be investigated further. It was noted that the current projector in the hall was for a room rather than a hall and the speakers were of domestic quality. Some literature was left for the council to consider potential replacements and prices. Replacement of AV equipment is in the capital works programme but no costs have yet been included. Mr Nicholls was thanked for his presentation.

Meeting Reconvened

37/17 REPORT ON ACTIVITY AT THE MILLENNIUM CENTRE – Events Manager

The Events Manager presented her report.

Cinema2U are unable to continue to run the cinema but will do the June Film & Food Night. The Events Manager is currently looking at other companies and it was agreed that proposals will be brought to the next meeting. There are no further films booked until September. It was suggested that arrangements at the Haslemere Hall, Liss, Petersfield and Milland are investigated. There are a number of different models such as receiving room hire charges and a percentage of takings. It was suggested by Cllr Croucher that as so many tickets are sold on the night which makes planning difficult, a different price for advanced bookings and on the night sales be established. The Events Manager will look into this and come back to the next meeting with costed proposals.

Other events noted were:

- Spring Table top sale
- Vintage Fair
- BLACS Exhibition
- Wrestling

There will be no further roller-skating bookings but it was suggested the council runs its own sessions (see minute 38/17)

38/17 ROLLER DISCO

The Events Manager stated that in view of the cancellation mentioned above, that the council considers running its own rollers king event. This will involve participants using their own skates and children being supervised by their parents or suitable adult. As skates would not be provided, a lower price would be charged. Income would come from entrance fees and refreshments if these are provided. A member of staff would need to be present at all times. In addition, the event would need to be cleared by the council's insurers. Sessions would be divided into age groups.

It was agreed that such an event could be possible. A costed proposal will be brought to the next meeting for a final decision.

39/17 THEATRE PRODUCTIONS

The Events Manager provided a summary of possible activities that could be put on at the Millennium Centre by Chapter House Theatre. It was unlikely that an event could be held in 2017 but 2018 would be possible. The company need a lot of notice so that publicity can be given to the programme of events and to arrange ticketing which can be done online via their website. A number of financial arrangements are on offer to share the risk and potential income. These will need to be considered carefully.

It was agreed in principle to consider using this company to provide a performance in 2018. A proposal including further information about the options will be provided at the next meeting so that a final decision may be made about which play will be booked and the financial model to use. It was accepted that this may be an activity that is provided as a benefit to the community rather than running for profit, although the council should aim to at least break even.

40/17 INSPECTION OF ELECTRICAL INSTALLATION

The Executive Officer briefed the committee on the reports received. Stage Electrics have been appointed for many years to undertake an annual inspection of electrical equipment and theatre lighting. It is believed this is the company that did the original installation of the systems being inspected. Each aspect of the inspection was then considered:

PAT testing for lighting – All passed the test except one PAR 56 PARCAN (C057581). It was agreed that this unit was no longer required and will be thrown away.

Access Tower – This tower had serious defects in that several parts are missing. The tower is provided to access the lighting in the main hall but is currently not used. It was agreed that this equipment be taken out of use immediately, chained and has a notice sign to warn that it should not be used. The Events Manager has been given details of where replacement parts can be obtained and these can be ordered subject to price. However, it was also felt that a simple self-supporting ladder may be a better long term solution. Cllr Trotter agreed to look at the existing ladder to determine whether this was safe to use.

Lifting and Suspension Equipment – The inspection had flagged up that there were some urgent issues to address. This had been raised in previous reports and related to the need for overhead structures to be rated with a safe working load. It is believed that the original installation was carried-out by the same company, but they do not appear to have any records of safe working loads. The council therefore appointed a specialist company to do the necessary tests and they certified the loads were within limits. Stage Electrics have suggested in the past that the whole setup be changed which they have quoted £4,867.30 plus VAT at March 2015 prices.

It was agreed that the paperwork will be pulled together and consideration can then be given on what steps to take. The committee will need to decide whether it wished to invest in theatre equipment, the cost of which will never be recouped by the hire charge income from theatre companies.

41/17 CAR PARK

It was noted that the overflow car park at Sainsbury's is used by visitors to the Millennium Centre. The Planning Permission Documentation from EHDC states "The foodstore car park shall be made available for use by members of the public and for use in connection with the village hall at all times provided that such uses do not prevent customers of the foodstore using the car park". This provision was noted and potential hall users informed.

42/17 CAPITAL WORKS

The Executive Officer explained that there had been several meetings of the Capital WP. At the last meeting, the schedule of capital works had been updated. This schedule noted that the following were completed:

- Repair to main hall flooring
- Amphitheatre works
- Purchase of new tables

Works still to complete are:

- Replacement Chairs
- Refurbish Toilets
- Refurbish Village and Societies Rooms
- Convert 1st Floor storage to two rooms
- Replace Curtains and Carpets in the Canada Room
- Replace AV Equipment

New Items are:

- Install CCTV
- Possible relocation of the Haskell Centre
- External Guttering, Windows & Roof tiles

The updated Capital programme was approved.

43/17 REFURBISHMENT OF FIRST FLOOR

It was noted that the council has applied for Building Regulations approval. Once this is received, tenders for the work will be arranged. There is no reason why this work cannot progress fairly quickly.

44/17 FACILITIES MANAGEMENT COMPANIES

The Executive Officer stated that there was little interest shown by companies to provide facilities management for the council. The Executive Officer will continue to look at the options available as facilities management expertise was required through a company or by directly employing a member of staff.

45/17 BUDGET MONITORING

The Executive Officer ran through the budget monitoring. There had been an underspend of £20,069. This was because of unfilled staff vacancies, non-use of casual staff budget, lower utility costs & lower maintenance spend. This was partly offset by lower income on hall charges due in part to the introduction of VAT that was not passed onto customers straight away.

Meeting closed 9.37pm

Signed

Date

Chairman