



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL
AT THE NEXT MEETING ON THE 18th JANUARY 2018.**

A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE WAS HELD ON THURSDAY 16th NOVEMBER 2017 AT 7:30 PM IN THE CANADA ROOM AT THE LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.

MINUTES

PRESENT:

Cllr Kirby (Chairman)
Cllr Garnett (Vice Chairman)
Cllr Ives
Cllr Poole
Cllr Trotter
Cllr Winfield

Mrs G. Snedden - LMC Events Manager
Mrs D Meek - Deputy Executive Officer

The Press and two members of the public were in attendance.

80/17 CHAIRMAN'S ANNOUNCEMENTS

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

81/17 APOLOGIES FOR ABSENCE

None

82/17 DECLARATIONS OF INTEREST

No pecuniary interests were declared. With reference to Agenda Item 12 - Theatre Lighting, Cllr Winfield stated that her children were involved in the pantomime.

83/17 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 14th September 2017 were approved as a true record.

Proposed Cllr Ives, seconded Cllr Trotter, all in favour except Cllr Garnett who abstained as she was not at the previous meeting.

84/17 MATTERS ARISING FROM THE MEETING – For Information Only

Min. 78/17 Refurbishment of the Administrative Office – Cllr Trotter enquired whether there was any more information about the support wall. Cllr Kirby advised that nothing has been received back from Building Regulations yet but she will follow up with Adrian Bird.

85/17 PUBLIC PARTICIPATION SESSION

Public Questions – Not on the Agenda

None.

Public Participation – On the Agenda

1. Mr Carrig from the MAD technical team referred to Agenda Item 12 – Theatre Lighting. He advised that he has a good idea of what lighting equipment is in the hall and believes that the current system provides 95% of a basic setup which then enables a theatrical group to bring in any additional lighting needed. The equipment is still good and if it is removed, the hall will be unusable as a theatre. He pointed out that the hall as a village amenity was originally intended as a theatre plus other uses. There are current issues with the truss which are design faults rather than degradation and for which remedial work could be undertaken. The MAD technical team attend from time to time to re-bulb the stage lights. He believed that the cost to remove the equipment would not be too different to the cost to remedy the truss issues.

Cllr Garnett asked whether any of the local theatre organisations would be prepared to make a contribution to the cost of any work required. Mr Carrig replied that MAD are making a contribution in time but he cannot speak for the other organisations.

Cllr Ives advised that the Council has previously struggled to get advice about the lighting and what remedial work is needed. Mr Carrig replied that he can seek advice on this and report back.

2. Mr Jackson, Group Scout Leader, referred to Agenda Item 14 – Guttering and Roof. He advised that when it rains, water pours down onto the walkway leading to the Scout and Guide Hall entrance, and over winter this can freeze. He impressed upon the Committee the urgency of doing repair work.

It was agreed to discuss Agenda Items 12 – Theatre Lighting and 14 – Guttering and Roof at this stage.

86/17 THEATRE LIGHTING

Following the information received from Mr Carrig during the Public Participation Session, it was agreed to defer the decision to remove the existing lighting pending further advice from him.

87/17 GUTTERING AND ROOF

It was noted that one quote had been obtained for repairing the guttering and, due to the amount quoted, further quotes will need to be obtained. Once the quotes have been received it will be decided whether to call an extraordinary meeting to make a decision or whether to discuss it at the next Council or Committee meeting.

The members of public left at this point.

88/17 REPORT ON ACTIVITY AT THE MILLENNIUM CENTRE

A report from the Events Manager had been circulated with the agenda.

Cllr Garnett stated that it looks as if the Youth Club, which usually met at the LMC, is folding due to a lack of volunteers and wondered whether there is any way that BLPC could assist. Cllr Ives replied that the Council has previously given the Youth Club grants towards hiring the LMC and that the Club can apply for a Council grant but it currently does not have a committee. She is considering how to help the Club.

Cllr Ives referred to the Roller Disco and suggested that the Events Manager makes another Facebook request for volunteers so that the event can go ahead.

Cllr Ives stated that the LAMPS items now need to be cleared out and requested the Events Manager to write to LAMPS again. The Event Manager advised that she is starting to pack these items up.

89/17 WEBSITE

Cllr Ives suggested that the LMC should have its own website, separate from the BLPC website, which would give the Centre its own identity. Online ticketing could also be included at some stage. She suggested that a site could be obtained for under £1,000.

After discussion it was agreed to set up a separate website for the LMC and to proceed with obtaining quotes. Proposed Cllr Kirby, seconded Cllr Ives, all in favour.

90/17 BUDGET MONITORING

The Budget Monitoring Statement for September had been circulated. Cllr Kirby pointed out that this is the same statement that came before Council at the October meeting.

91/17 DRAFT BUDGET 2018/19

A draft budget had been circulated. Cllr Kirby pointed out that the Council subsidises the Hall by an amount of £20,000 and that this amount needs to be kept to when considering what to put in budget. There are also earmarked reserves that have been set aside.

The Events Manager provided an update on the heating system. Members acknowledged that this matter will need to be attended to as soon as possible and funded from this year's budget and will therefore not have an impact on the 2018/19 budget.

Members considered various items in the budget and agreed that the only potential change is an additional £1,000 for the website. However, there has previously been an amount in budget for this and there might therefore already be an amount for it in earmarked reserves.

92/17 RISK ASSESSMENTS

Cllr Kirby stated that up to now, Risk Assessments have been conducted by Councillors. This can either be continued or professionals can be contracted to conduct the Assessments.

It was agreed that Cllrs Kirby and Trotter will review the current Risk Assessments and that advice will be sought from HALC on this matter. It was further agreed to ask the F&P Committee to consider budgeting for professional Risk Assessment advice for all Committees.

93/17 CAPITAL WORKING PARTY

Cllr Kirby reported that the Working Party has not met recently but will be meeting soon. It was noted that the guttering and roof tiles was on the schedule of capital works.

94/17 OUTSTANDING ACTIONS

The outstanding actions list was noted. Members requested that in future, the items listed contain more details and that only outstanding actions are listed.

Meeting closed at 9:20 pm

Signed

Date

Chairman