



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE NEXT MEETING

A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE WAS HELD ON THURSDAY 18th JANUARY 2018 AT 7:30 PM IN THE CANADA ROOM, LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.

MINUTES

PRESENT:

Cllr Kirby (Chairman)

Cllr Ives

Cllr Poole

Cllr Trotter

Cllr Winfield

Mrs G. Snedden - LMC Events Manager

Mrs D Meek - Deputy Executive Officer

The Press and one member of the public were in attendance.

01/18 CHAIRMAN'S ANNOUNCEMENTS

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

02/18 APOLOGIES FOR ABSENCE

Apologies received from Cllr Garnett were approved.

Proposed Cllr Kirby, seconded Cllr Ives, all in favour.

03/18 DECLARATIONS OF INTEREST

No pecuniary interests were declared.

04/18 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 16th November 2017 were approved as a true record. Proposed Cllr Kirby, seconded Cllr Trotter, all in favour.

05/18 MATTERS ARISING FROM THE MEETING – For Information Only

Min. 84/17 Refurbishment of the Administrative Office – Cllr Trotter requested an update. Cllr Kirby advised that planning permission will be required but that the project is not at that stage yet.

Min. 88/17 Youth Club – Cllr Ives reported that the Locum Executive Officer has requested a meeting with the Youth Club.

Min. 89/17 Website – Cllr Ives reported that no progress has yet been made.

Min. 92/17 Risk Assessments – Cllr Kirby reported that she and Cllr Trotter will be meeting this weekend.

Min. 93/17 Capital Working Party – Cllr Kirby reported that she has been compiling rough estimates of costs.

06/18 PUBLIC PARTICIPATION SESSION

Public Questions – Not on the Agenda

None.

Public Participation – On the Agenda

Mr Carrig from MAD provided a report back following the discussion around Theatre Lighting at the previous meeting (Min. 85/17 – Public Participation Session). He had consulted with Ben Lawrence from Hiykon Pro Audio who is of the opinion that there are ways to remedy the issues with the lighting and that there are no safety issues in the short term provided the lighting is used by competent people. He will investigate further when setting up for the forthcoming pantomime and will put some proposals together. Mr Carrig suggested that Stage Electrics also be asked to provide proposals of ways to rectify the defects and that formal quotations could then be obtained. He further suggested that whichever company undertakes the work also specifies a weight loading for the truss and that this information is then attached to the rig and provided to hirers.

Mr Carrig left at this point.

07/18 REPORT ON ACTIVITY AT THE MILLENNIUM CENTRE

A report from the Events Manager had been circulated with the agenda. Cllr Ives enquired why Italia in Piazza had cancelled their markets. Mrs Snedden advised that she has been informed that they are taking a break. She will contact the French market again to see if they have any availability.

Mrs Snedden reported that Dylan’s Ice-cream will be holding a festival on the Green later in the year. She further reported that the cinema is becoming well established.

08/18 HALL CEILING LIGHTS

A report from the Events Manager had been circulated setting out the current problems with the lights as well as possible solutions. After discussion it was agreed to consider LED replacements as they will be more cost effective in the long run and can also produce light in different colours which would be an added feature to the hall. The Events Manager will contact some suppliers to obtain proposals.

Proposed Cllr Kirby, seconded Cllr Winfield, all in favour.

09/18 COMPUTERS

Cllr Kirby explained that there are now 2 staff members and only one computer and that new computers are needed now and could not wait until the offices are refurbished.

It was agreed to purchase 2 computers, including any associated costs, up to an amount of £2,000. The first £1,000 will be funded from the Equipment Purchases budget and approval will be sought from Council to finance the balance, up to £1,000, from General Reserves. The DEO will consult with the Events Manager to establish the requirements. Proposed Cllr Kirby, seconded Cllr Ives, all in favour.

10/18 OFFICE FURNITURE

The Events Manager explained that as there are 2 staff members working in one office, new furniture would enable them to both work in there at the same time. She suggested that they need 2 smaller desks to replace the large one that is currently there, removal of the current shelving on the wall and replacing with a bookcase or similar, chairs and blinds. This furniture would be useable once the offices have been refurbished.

It was agreed to purchase the furniture up to an amount of £1,000 and to fund this from the Replacement Furniture budget. The Events Manager will consider suitable options. Proposed Cllr Kirby, seconded Cllr Trotter, all in favour.

11/18 FIRE RISK ASSESSMENT

Cllr Kirby stated that the Fire Risk Assessment should be conducted by a professional. It was agreed to contract a Fire Risk Assessor to conduct this. Proposed Cllr Kirby, seconded Cllr Trotter, all in favour.

Meeting closed at 8:32 pm

Signed

Date

Chairman