



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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To Liphook Millennium Centre Management Committee Members (all other Councillors for information)

YOU ARE HEREBY SUMMONED TO A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE AT 7.30PM ON THURSDAY 15th MARCH 2018 IN THE CANADA ROOM, LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.

D Meek
Deputy Executive Officer

9th March 2018

AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS

2. APOLOGIES FOR ABSENCE

To approve apologies for absence

3. DECLARATIONS OF INTEREST

Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room when the meeting discusses and votes on the matter.

4. MINUTES OF THE LAST MEETING

To approve the minutes of the meeting held on the 18th January 2018 (**Appendix 1**)

5. MATTERS ARISING – For Information Only

To consider matters arising from the meeting

6. PUBLIC PARTICIPATION SESSION

Adjournment of the meeting for public questions

Public Questions

Adjournment of the meeting for questions with respect to items not on the agenda, but relating to Liphook Millennium Centre matters for which the Committee has responsibility.

Public Participation

To allow members of the public to address the Committee about business on the agenda at the discretion of the Chairman.

Meeting re-convened.

7. REPORT ON ACTIVITY AT THE MILLENNIUM CENTRE

To receive an update from the Events Manager (**Appendix 2**)

8. FIRE RISK ASSESSMENT

To receive the Fire Risk Assessment Report and agree the actioning of high priority items and further course of action for lower priority items (**Appendix 3**)

9. GENERAL RISK ASSESSMENTS

To accept the draft General Risk Assessments and appoint a group to review and finalise, to include at least 1 Member of Staff and 2 Councillors (**Appendix 4**)

10. KITCHEN HIRE

To agree to hiring the kitchen to commercial caterers and other building hirers and to agree a rate for hire

11. TERMS AND CONDITIONS OF HIRE

To agree to add a clause to the Terms and Conditions of Hire regarding the use of Wi-Fi (**Appendix 5**)

12. PROJECTS

To consider projects for the coming year which require capital funding and to appoint a Working Party to draft business cases for finalisation at the May committee meeting