



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 17th JANUARY 2019 IN THE CANADA ROOM, LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.

D Meek
Deputy Executive Officer

11th January 2019

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 15th November 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. SUMMARY OF RECENT EVENTS

To receive a summary of recent events including details of income and expenditure (**Appendix 3**)

9. INCOME AND EXPENDITURE

To note the Income and Expenditure to December 2018 (**Appendix 4**)

10. NAMING OF ROOMS

10.1. To consider new names for the Village and Societies Rooms and main hall

10.2. To agree the process for selecting the new names

11. WEBSITE (Appendix 5**)**

11.1. To approve the contractor and proposal for a new website

11.2. To delegate to the Events Manager to work with the contractor on content and layout

11.3. To authorise an amount for copywriting assistance as required

12. TICKET BOOKING

To agree to the use of an online booking service for event ticket sales

13. RELAXED FILM VIEWINGS

To agree to the provision of Free of Charge tickets for carers at relaxed film viewings

14. CANADA ROOM AMPLIFICATION SYSTEM

To consider installing an amplification system in the Canada Room

15. ALARM SYSTEM

To consider upgrading the alarm system

16. OFFICE REFURBISHMENT

To receive an update on the office refurbishment

17. DECISIONS LOG

To review the Decisions Log and agree any necessary course of action with regards to outstanding matters (**Appendix 6**)