



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 REMOTELY ON MONDAY 7th SEPTEMBER 2020 AT 7:30 PM.

MINUTES

PRESENT:

Cllr Winfield (Chair)
Cllr Olson (Vice Chair)
Cllr Coyte
Cllr P Curnow-Ford
Cllr Hall
Cllr Kirby

Ms D Meek - Deputy Executive Officer
Mr P Jones – Property Manager
Mrs G Snedden - Events Manager

Cllr D Curnow-Ford was in attendance.

32/20 CHAIR'S ANNOUNCEMENTS

A video and audio recording of the meeting was being made for the purpose of the minutes.

33/20 APOLOGIES FOR ABSENCE

None.

34/20 DECLARATIONS OF INTEREST

No pecuniary interests were declared.

35/20 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 6th July 2020 were approved as a true record.
Proposed Cllr Winfield, seconded Cllr Kirby, all in favour.

36/20 MATTERS ARISING FROM THE MEETING – For Information Only

None.

37/20 PUBLIC PARTICIPATION SESSION

Public Questions – Not on the Agenda

Cllr D Curnow-Ford informed the Committee that the Village Hall had been scheduled for reopening on 15th August.

Public Participation – On the Agenda

None.

38/20 BUDGET MONITORING

The Income and Expenditure to July 2020 was noted.

39/20 REOPENING OF THE LMC

The Events Manager presented a report to the Committee setting out how the LMC could reopen at this stage. The trial booking had gone well and a few minor changes to the Risk Assessment were proposed.

The Committee considered the proposals and unanimously agreed the following:

- The LMC can open from 9th September 2020 subject to the following restrictions:
 - One group or client at a time;
 - Cinema can reopen using the setup presented in the report, with the inclusion of requiring face coverings to be worn whilst in the cinema as per current government legislation;
 - Gym, dance etc. classes for 15 people or less per session;
 - No theatrical performances at this stage;
 - No private functions at this stage.
- Should a cinema screening have to be cancelled, tickets will be refunded with the exception of the ticket provider's commission. No refund will be made in the event of an individual cancelling a ticket.
- The distancing measures proposed were acceptable.
- The changes to the Risk Assessment were acceptable. It was noted that this is a living document that will need changing as required.
- Hirers will be charged according to the room they would have used for the booking should social distancing not have been needed, rather than the room they are using.
- No reduction in hire charges will be made as a result of Covid-19.
- No changes to the cancellation requirements in the booking terms and conditions will be made.

40/20 TEMPORARY REDUCED RATE OF VAT

In response to the temporary reduction in VAT from 20% to 5%, it was agreed to reduce the cinema ticket prices accordingly and pass on the saving to the customer. A £5.00 ticket will therefore be temporarily reduced to £4.37 and a £6.00 ticket to £5.25 for the duration of the VAT reduction. It was noted that cinema is the only supply currently provided by the LMC that is affected by the VAT reduction. Proposed Cllr Winfield, seconded Cllr P Curnow-Ford, all in favour.

41/20 DRAFT BUDGET 2021/22

The first draft budget was considered. Members did not wish to make any changes.

42/20 HEATING SYSTEM

A proposed specification for a new heating system was presented to the Committee. The proposal replaces the existing boilers with condensing boilers and provides a zone control system for the heating. The Committee unanimously agreed:

- i. to accept the proposed specification;
- ii. to request Council to approve an amount of up to £37,000 from Earmarked Reserves to fund the new system;
- iii. to progress to formal tendering should Council make the funding available.

43/20 GUTTERING

The Property Manager advised that he is currently looking at different options for the guttering, including total replacement and repair, and will bring something to a future meeting for consideration.

44/20 USE OF ROOMS AS OFFICE SPACE

The Committee discussed whether to consider setting up desk spaces for hire by the hour as office space. It was agreed that this option should be considered further, focusing on the existing facilities in the Green and Heather Rooms, but that the building's Wi-Fi would need to be improved. Proposals for how this type of hire would operate, as well as costs for the Wi-Fi, will be brought to the next meeting.

Meeting closed at 9:13 pm

Signed

Date

Chair