



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

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THE PARISH OFFICE  
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**A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE TOOK PLACE AT 8.00PM IN THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK ON THURSDAY 14 JULY 2011**

## MINUTES

**PRESENT:** Cllr Mrs E Hope (Chairman), Cllr Mrs D Hoskins, Cllr D Jerrard, Cllr Ms J Poole (Parish Councillors). Mr C Evenden, Mrs L Garwood, Mrs J Laver, Ms J Marr, Mrs D Rapley, Mr K Stephenson (Co-opted members) Mrs A Haussauer (Clerk). Two members of the public were also present.

### 35/11 CHAIRMAN'S ANNOUNCEMENTS

Action

Preliminaries: Mobile Phones, Exits, Loop System, Toilets, Tape Machine. The Chairman welcomed the co-opted members to the new committee.

### 36/11 APOLOGIES FOR ABSENCE - None.

### 37/11 MINUTES OF MEETINGS – 19 MAY 2011

**For Decision:** To agree the minutes of the meeting.

**Proposed:** Cllr Ms Poole **Seconded:** Mr Stephenson **Vote:** For: 10

**Resolution:** Agreed as a true and accurate record of the meeting.

Clerk

### 38/11 MATTERS ARISING FROM THE MINUTES – 19 MAY 2011

Cllr Mrs Hoskins said it was clear in standing order that public questions should not be minuted. The Chairman said they had learnt from the experience.

### 39/11 DECLARATIONS OF INTEREST – The declaration was read out.

Mrs Garwood declared a personal and prejudicial interest in item 10 (Use of LMCMC by Friends of St Mary fundraising committee as she had written the letter to the Parish Council.

Mrs Rapley declared an interest in item 9 (Senior Citizens Lunch Club) as she was currently employed by them, but only until the end of July.

#### 40/11 PUBLIC PARTICIPATION SESSION

The meeting was adjourned.

##### Public Questions.

Mr Young expressed his concern that there was no-one in the office at the Millennium Centre for a week. The Chairman replied that the holiday arrangements by the staff at the hall were organised prior to this council taking office.

The meeting was re-convened.

Members/Public Participation (Code of Conduct, Paragraph 12 (2)). None.

Public Participation. At the Chairman's discretion.

#### 41/11 REPORTS

**Financial Report** – Cllr Mrs Hoskins asked how much money is made from catering. The Clerk advised the income is received quarterly.

**Administration & Maintenance** – The Chairman said she wished to progress the items on the list, and asked The Clerk to follow up the outstanding items, and where appropriate, instruct the facilities manager to action items such as the blackouts, door stops and guards. **Clerk**

#### 42/11 SUB-COMMITTEE/WORKING PARTY /TEAM APPOINTMENTS

Members considered the membership of the Marketing and Events Sub-Committee, the LMC Storage Working Party, and the Catering Review team.

##### Marketing and Events Sub-Committee.

Mrs Garwood explained that the sub-committee looked at putting on events, and managed the bookings for things such as Hog the Limelight. Following discussion, it was agreed the sub-committee will be Mrs Garwood, Cllr Ms Poole, Cllr Ms Marr and Mrs Murray. **LG/JP  
/JM/  
KM**

##### LMC Storage Working Party.

Following discussion about the requirements for the working party, the terms of reference, and the need for storage facilities, Mrs Laver, Mr Evenden and Mr Stephenson offered to be on the sub-committee. Terms of reference to be updated to include presentation of final report to LMCMC meeting in January 2012. **JL/CE  
/KS**

##### Catering Contract Review Team.

Mrs Garwood advised that the sticking point for the review team prior to sending out to tender, was the amounts involved and how much to charge. The Chairman proposed Cllr Croucher be on the review team. Cllr Mrs Hoskins volunteered and Mrs Garwood offered to be on the review team if there was not too much involvement for her, due to her other commitments on the marketing and events sub-committee. **MC/  
DH/  
LG**

**43/11 SENIOR CITIZENS LUNCH CLUB**

Members considered the letter from the Chairman of the Senior Citizens Lunch Club (SCLC) requesting the extension of the free hire charge of the Canada Room from 1 September-31 December 2011. Cllr Mrs Hoskins asked for details about the free meals. The meeting was adjourned to enable Mr Young to provide additional information. The meeting was reconvened. The Clerk suggested that the lunch club put up and clear the tables away to avoid additional costs being incurred.

**For Decision:** To extend the free hire charge for the SCTC until 31 December 2011.

**Proposed:** Cllr Ms Poole **Seconded:** Mrs Laver **Vote:** For: 10

**Resolution:** Agreed, subject to the lunch club putting up the tables, and clearing the tables away. Cllr Mrs Hoskins offered to help with this. **Clerk**

**44/11 USE OF LMCMC BY FRIENDS OF ST MARY FUNDRAISING COMMITTEE**

Members considered a letter from the Friends of St Mary Fundraising (FOSM) Committee requesting the use of the LMCMC for three evenings at no charge. Mrs Garwood was asked to provide some further information about the events, for which they would request the main hall. Mrs Laver asked what the cost to the committee would be, Mrs Garwood replied about £30 per night. Mr Young suggested that FOSM ask Age Concern Trustees for a donation for the balance of the other half cost.

**For Decision:** To agree to the FOSM using the LMCMC at half price for up to three events. **Clerk**

**Proposed:** Cllr Mrs Hoskins **Seconded:** Cllr Jerrard **Vote:** For: 10

**Resolution:** Agreed

**45/11 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS**

**The Motion:** "This Committee resolves to exclude members of the public and the press during the consideration of the following item, as it is likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public were to be present during that item there would be disclosure of exempt information as specified in Paragraph 3 of Schedule 12A (as amended) to the Local Government Act 1972".

**Proposed:** The Chairman **Seconded:** Cllr Poole **Vote:** For: 10

**Resolution:** Agreed.

**EXEMPT SESSION DECISIONS**

**9E/11** Minutes of the Exempt Session 19 May 2011. Agreed.

**10E/11** Matters Arising – 19 May 2011. None

**11E/11** Catering Contract Review. To be progressed by Catering Contract Review Team

Business Concluded: 8.45pm. Confirmed at the meeting: 15 September 2011

Signed: Chairman

Draft minutes until approved by the LMCMC, which does not preclude the implementing of decisions