



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE
NEXT MEETING ON THE 14th SEPTEMBER 2017.**

**A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE
WAS HELD ON THURSDAY 20th JULY 2017 AT 7:30PM IN THE CANADA ROOM AT THE
LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.**

MINUTES

PRESENT:

Cllr Kirby (Chairman)

Cllr Trotter

Cllr Poole

Cllr Garnett

G.Snedden - LMC Events Manager

Deputy Executive Officer

Press was in attendance; no members of the public in attendance.

46/17 CHAIRPERSON'S ANNOUNCEMENTS

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

47/17 APOLOGIES FOR ABSENCE

Cllr Ives, Cllr Winfield

48/17 DECLARATIONS OF INTEREST

No interests were declared.

49/17 APPOINTMENT OF A VICE CHAIR

Cllr Ives and Cllr Garnett stood for election.

The chairman proposed that the vote on the appointment of a vice chair should be taken at the next meeting when all members are expected to be present.

Proposed Cllr Kirby, seconded Cllr Poole, Cllr Trotter approved, Cllr Garnett against.

50/17 MINUTES OF THE MEETING

The minutes of the meeting held on 18th May 2017 were approved as a true record.

Proposed Cllr Poole, seconded Cllr Trotter, unanimously approved.

51/17 MATTERS ARISING FROM THE MEETING – For Information Only

None.

52/17 PUBLIC PARTICIPATION SESSION

No members of the public were in attendance

53/17 REPORT ON ACTIVITY AT THE MILLENNIUM CENTRE – Events Manager

The Events Manager presented her report.

Correction on Appendix 2 - Liphook Infants School should read and Liphook *Junior School* June and July were busier than had been expected with Hollycombe and Liphook Junior Schools using the hall.

Future events were noted:

- Vintage Fair
- M.A.D. production
- Italian Fair
- Shayler Fayre

The Events Manager thanked the volunteers who have been helping and announced that Janet Marr was stepping down after many years helping with Planet Dance.

Clarification was sought on the arrangements at the LMC when Shylors' Fayre is on the Village Green. The LMC will be key locked and alarmed all weekend. There are no events in the LMC from Friday 27th July through to Monday 31st July

54/17 DRAFT BUDGET 2018/19

The Deputy Executive Officer explained that the underspend in 2016/17 on electricity was because Npower had not issued bills from September 2016 to March 2017, due to a recharge on 'Reactive Power Charges'.

Cllr Garnett asked if the council had applied for S106 contributions for refurbishing the LMC. The committee will investigate what monies are available.

There will be another opportunity to discuss the draft budget at the next committee meeting.

55/17 ROLLER DISCO

The Events Manager explained the proposal for the council to run and manage the roller disco in the future.

Members agreed that the event needed to be well advertised and notices placed on all the parish council's notice boards and in surrounding villages, especially Milland.

It was agreed that this event should go ahead.

Proposed Cllr Kirby, seconded Cllr Trotter, unanimously approved.

56/17 THEATRE PRODUCTIONS

The Events Manager explained the various options, costings and said that the company had offered to do a matinee performance in addition to the evening one under the same contract.

It was agreed to commission Chapter House Theatre for the production of A Christmas Carol.

Proposed Cllr Garnett, seconded Cllr Poole, unanimously approved.

57/17 CINEMA

Moviola was chosen as the preferred choice.

Proposed Cllr Garnett, seconded Cllr Trotter, unanimously approved.

58/17 INSPECTION OF ELECTRICITY INSTALLATION.

It was agreed that the Events Manager would ask M.A.D and other groups who use the main hall for theatrical productions their opinion on the benefits and disadvantages of hiring lighting equipment against using that provided in the hall.

The Deputy Executive Officer will provide the renewal date of the safety certificate and cost of maintaining the equipment for the next meeting.

A further update to be received at the next meeting

59/17 REFURBISHMENT OF THE FIRST FLOOR

Cllr Kirby updated the members saying that the council has received approval on building regulations. Tenders will now be sought.

60/17 REFURBISHMENT OF THE ADMINISTRATIVE OFFICE

The plans were discussed.

Cllr Garnett asked why the refurbishment of the first floor rooms, the administrative office, and the proposal to relocate the parish office to the LMC was not being discussed together. She thought that the first floor rooms could be the officers' offices. The Chairman explained that these were two separate projects, that this was not on the agenda and therefore could not be discussed. In addition, the committee had already agreed that the rooms on the first floor should be hired out and approval gained. Cllr Garnett felt she did not receive a satisfactory answer.

61/17 PROVISION OF MOBILE BAR

The committee members agreed that the concept of a mobile bar was a good idea but that there were many issues to consider.

The Events Manager will bring a paper to the next meeting with costed proposals for various design options.

62/17 OUTSTANDING ACTIONS

These were noted and amendments made.

Minute 40/17 – Status, 'Outstanding'

Minute 72/17 – It was agreed that a notice on the front door of the LMC should notify clients that they can park in the small car park on the Sainsbury's site.

Meeting closed 9:02pm

Signed

Date

Chairman