



BRAMSHOTT & LIPHOOK PARISH COUNCIL

www.bramshottandliphook-pc.gov.uk

Mr A S R GROVES MBE
CLERK

Tel: 01428 722988
Fax: 01428 727335
e-mail: council@bramshottandliphook-pc.gov.uk

THE PARISH OFFICE
HASKELL CENTRE
MIDHURST ROAD
LIPHOOK
HAMPSHIRE GU30 7TN

A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE TOOK PLACE AT 8.00PM IN THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK ON THURSDAY 20 JANUARY 2011

MINUTES

PRESENT: Cllr J Tough (Chairman), Cllr P Jordan, Cllr Ms J Poole (Parish Councillors). Mrs L Garwood, Ms J Marr, Mrs K Murray, Mr K Stephenson, Mr R Tanner. Mr A Groves (Clerk).

01/11 CHAIRMAN'S ANNOUNCEMENTS

Action

Preliminaries: Mobile Phones, Exits, Loop System, Toilets, Tape Machine.

02/11 APOLOGIES FOR ABSENCE

Cllr Croucher (submitted during the exempt session by Cllr Jordan), Mrs J Laver.

03/11 MINUTES OF MEETINGS – 11 NOVEMBER 2010

For Decision: To agree the minutes of the meeting.

Proposed: The Chairman **Seconded:** Mrs Garwood **Vote:** For: 4, Abstention: 1

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

Clerk

04/11 MATTERS ARISING FROM THE MINUTES – 11 NOVEMBER 2011

55/10 Reports – Events & Marketing Sub-Committee. The London Philharmonic Skiffle Orchestra; no matching availability and nothing to be booked in its place.

Cllr Jordan and Cllr Ms J Poole joined the meeting during the item.

05/11 DECLARATIONS OF INTEREST – None

06/11 PUBLIC PARTICIPATION SESSION

Public Questions. None.

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

Public Participation. At the Chairman's discretion.

07/11 REPORTS

Financial Report

The Chairman referred to the overspend on films and licences and the slight shortfall in letting income. It was confirmed that income received after the 31 March 2011 for bookings before that date, would be accounted for in the financial year ending 31 March 2011.

Events and Marketing Sub-Committee

No meeting held. The Chairman said that there was to be a second showing of “The Kings Speech” to be held on Saturday 2 April at 2.00pm. He confirmed the Shoo Shoo Baby event, which had been booked and advertised for 18 February 2011. The Chairman reminded members of the “Julie Felix” and “Memories of Flanders and Swan” events. Mrs Murray joined the meeting during the item.

Administration & Maintenance

The Chairman referred to the equipment list. Matrix and McGuigan were yet to report back. The measuring up of the “blackout” curtains by Cllr Mrs James was noted; The Clerk apologised for the typographical error. The Clerk said that a request had been received from the Community Safety Team, to place a Designated Public Place Order (DPPO) sign plate on the back of the LMH building. The Clerk asked members to note that the LMH rear area was not a public space, and there might be alternative locations on the Village Green.

Discussion: Alternative locations for the DPPO plates such as the dog bin posts, the frequency of drinking incidents behind the LMH, and the use of the rear areas for private LMH events. It was felt that the use of poop scoop bins to display the notices was a good idea; The Chairman said that the Recreation Committee should be informed that the LMCMC would support the display of notices on the Village Green dog bins.

Clerk

08/11 EXPENDITURE

The Chairman referred to the proposals to purchase a Notice Board for the LMH to be put in Sainsbury’s, a notice board for the LMH entrance, and a carpet for the 1st Floor in the corridor adjacent to the lift.

Discussion. Size of noticeboards, their locations, costs, the mounting of the notice board in Sainsbury’s, and the use of the noticeboard in the LMH.

For Decision: Purchase of noticeboards.

Proposed: The Chairman **Seconded:** Cllr Jordan **Vote:** For: 8

Resolution: To purchase a Notice Board for the LMH, to be located in Sainsbury’s at a cost of £129. To purchase a Notice Board in the LMH entrance at a cost of approximately £94.

Clerk

The Chairman sought views on the carpeting the 1st floor lift area corridor. There was general consensus that this should be done. The Clerk advised that he had checked that there was insufficient spare carpet to cover the area.

For Decision: Purchase of a carpet subject to the provision of costings

Proposed: The Chairman **Seconded:** Mrs Garwood **Vote:** For: 8

Resolution: The cost for the purchase of a carpet for the 1st floor lift area corridor was to

be presented to the meeting on 17 March 2011.

Clerk

09/11 COMMUNICATIONS STRATEGY

Mr Tanner outlined his view that a budget was needed to fund activities such as advertising, PR and direct mailing. He felt that for advertising a general rule of thumb was 10% of expenditure. A start point would be allocating funds to meet the needs of promoting the various events at the LMH.

Discussion: Identifying the needs, solutions, and costings to meet the demand. The need to promote the facilities, availability, events, and defining the needs. The charging of VAT, and the VAT implications if there was extra expenditure, due to the threshold limits. The monthly costs of providing event posters which was about £1000 annually. The use of a mail-out to local businesses to use the spare day time capacity and the promotional materials available. The importance of selling the venue by the LMH Staff. Promotional activities in place for current and future events. Cost/Benefit analysis; the spare capacity at film showings was used as an example. The Clerk advised that the Communications Strategy be passed to the Events and Marketing Sub-Committee to consider further.

For Decision: Refer to the Events and Marketing Sub-Committee.

Proposed: The Chairman **Seconded:** Cllr Jordan **Vote:** For: 8

Resolution: Communications Strategy referred to the Events and Marketing Sub-Committee to review the needs, potential benefits and costs.

RT

10/11 VOLUNTEERS

The Chairman said there was a shortage of volunteers for the LMH, although he had just recruited two new volunteers and a further volunteer had become available.

Discussion: How volunteers were obtained (word of mouth, newspapers, Community Magazine). Writing to regular and key users such as U3A and BLACS to seek their assistance. The nature of the events that needed volunteer cover. The payment made to volunteers.

For Decision: The writing of a letter to organisations that used the LMH.

Proposed: Cllr Jordan **Seconded:** The Chairman **Vote:** For: 8

Resolution: The Chairman would write a letter to the Chairman of local regular and key users asking for their assistance.

JT

11/11 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

The Motion: "This Committee resolves to exclude members of the public and the press in order to discuss exempt information under Schedule 12A of the Local Government Act 1972."

Proposed: The Chairman **Seconded:** Cllr Jordan **Vote:** For: 8

Resolution: Agreed.

Clerk

EXEMPT SESSION DECISIONS

1E/11 Minutes of the Exempt Session. Agreed.

2E/11 Matters Arising – 11 November 2010. Raised and discussed.

3E/11 Catering Tender/Contract. Cllr Tough and Mr Tanner to progress a draft Contract and Tender document.

Business Concluded: 8.50pm. Confirmed at the meeting: 17 March 2011

Signed: Chairman

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