



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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THE PARISH OFFICE
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A MEETING OF THE HERITAGE CENTRE WORKING PARTY TOOK PLACE AT 8.00PM IN THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK ON TUESDAY 20TH MAY 2008

MINUTES

PRESENT WERE: Mr M Croucher (Chairman), Mr P Jordan, Mr D Murray, (Parish Councillors). Mr A Bird, Mr I Baker, Ms J Marr (Bramshott and Liphook Preservation Society) and Mr A Rudgard (Community Member)

32/08 CHAIRMAN'S ANNOUNCEMENTS

Members were reminded of the emergency exits and to switch off mobile phones. The Chairman informed the meeting that Mr Norman Atherdon had written to advise that he could no longer guarantee attendance at the meetings and therefore reluctantly withdraws his membership of the working party. He will however continue to oversee the sales of pictures, postcards etc for the Heritage Centre fund.

The chairman wished to have it recorded that the Working Party was very appreciative of the help as assistance given; all members voiced their approval of this sentiment.

The chairman reported that the Parish Council had, at its Annual Meeting, confirmed that Councillors M Croucher, P Jordan and D Murray remain on the Working Party. He thanked Cllr Phil Jordan for being willing to take on the task of Secretary to the group.

33/08 APOLOGIES FOR ABSENCE

None

34/08 MINUTES OF THE MEETING – 9 April 2008

The minutes were agreed.

35/08 MATTERS ARISING FROM THE MINUTES — 9 April 2008

With respect to item 28/08- Child Protection Policy.

-This is defined by the Millennium Hall Management Committee current policy which the future Heritage Centre must be in compliance with.

-The funds raised from sale of pitures, cards etc and held by the Parish Council.

Decision. Cllr P Jordan will seek clarification

36/08 DECLARATIONS OF INTEREST

The Chairman referred Members to the requirement of declaration. No interests were declared.

37/08 REPORTS

Grant Funding/Administration.

Heritage Lottery Fund (aspiration £40,000)

Cllr P Jordan reported his completion of the majority of the sections. However sections on financial definition of project costs and supporting evidence documents remained outstanding.

Mr Adrian Bird will complete the application form with assistance from Cllr P Jordan and Mr Tony Rudgard where required. Mr Ian Baker to select the 6 most relevant replies to the questionnaire sent to other village societies earlier this year.

Following completion this will have to be reviewed by the Parish Clerk and signed by him or Cllr Tough as Chairman to the Council. Cllr Croucher will be responsible to ensuring this gets done in the time scale prior to deadline date of end June.

Decision- Mr Adrian Bird to complete form by next meeting

-Cllr D Murray to review the completed form with assistance of Mr Tony Rudgard to check for reasonableness and acceptability.

Biffa Grant (aspiration £17,000)

Preliminary application has been submitted and receipt acknowledged.

EHDC Community Initiative Fund (aspiration £15,000)

Decision Cllr Croucher to complete this application by the next meeting.

County Councilors Discretionary Fund (aspiration £1-2,000)

Decision. Cllr Croucher seek support from Cllr Sam James

Costings and Estimates.

The more detailed costing analysis will be available for the Heritage Lottery Fund application

Equipment.

No outstanding issues

Project Management/Planning.

Decision. All agreed that Heritage Lottery Fund and EHDC Community Initiative fund to be completed prior to next meeting on 4th June.

Cllr Murray reported that he considered the Parish Council still to be uncertain about the Heritage Centre project and in its support. This is perhaps due to a shortfall in their understanding.

Decision. A formal presentation to be given to the Parish Council at the September meeting by which time grant applications will be submitted and early indications of success or failure available. The draft Licence Agreement should also have been drawn-up.

Agreement Drafting

Cllr D Murray presented his paper on practical operating issues and management for the Heritage Centre being an integral part of the Millennium Centre. (See attached appendix)

The meeting fully accepted the proposals and recommended that the points be incorporated into the Licence Agreement being drafted.

Completion of the draft Licence Agreement was of a lower order of priority than getting the fund application forms completed. However Cllrs M Croucher, D Murray and Mr Ian Baker were encouraged to address the outstanding work in July/August.

Fundraising.

Decision: Cllr P Jordan to request a copy of the Income and Expenditure for accounting period 2007/08 together with a balance of funds statement to date.

31/08 NEXT MEETING

The next meeting will be on Wednesday 4th June at 8.00pm in the Millennium Centre.

CONCLUSION - Confirmed at the meeting held on 4th June 2008.

Signed Chairman