



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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A MEETING OF THE HERITAGE CENTRE WORKING PARTY TOOK PLACE AT 8.00PM IN THE MILLENNIUM HALL, ONTARIO WAY, LIPHOOK ON TUESDAY 24th FEBRUARY 2009

MINUTES

PRESENT WERE: Mr M Croucher (Chairman), Mr P Jordan, Mr J Tough, (Councillors), Mr A Bird, Mr T Rudgard, Mr I Baker and Ms J Marr (Bramshott and Liphook Preservation Society)

08/09 CHAIRMAN'S ANNOUNCEMENTS

Members were reminded of the emergency exits and to switch off mobile phones.

09/09 APOLOGIES FOR ABSENCE

None

10/09 MINUTES OF THE MEETING – 13th January 2009

Correction on page 3 should read 24th February.

Reference system has not been updated to 2009; thus above now starts at 08/09

11/09 MATTERS ARISING FROM THE MINUTES —13th January 2009

Page 2. Cllr Tough apologised for incorrectly reporting his discussion with the Parish Clerk. The Parish Office were available to assist the Working Party in matters concerning grant application clearance, legal work, project implementation work, photo copying etc.

Page 3. The “mission statement” has not been prepared. Cllr Tough will send draft proposal to members as soon as possible. This document is important to the Biffa application.

Page 3. Cllr Tough presented a verbal report on discussions with the Clerk concerning the monies held on behalf of Bramshott and Liphook Preservation Society (B&LPS). The funds are being held in the accounts as part of the “Earmarked Reserve” which totalled £6741 including a recent receipt of £88.

The meeting noted that the monies referred to related to income of £750 from each of the Parish Council and B&LPS together with the net income of fund raising activity carried out by B&LPS. (As reported by the Clerk in 11th October 2007 this stood at a total net fund of £1759).

There was confusion as to whether the £6741 was a Parish Council reserve or part monies belonging to B&LPS. Given the inactivity of the fund raising, which is of small value, Adrian Bird intends to request return of the B&LPS monies.

12/09 DECLARATIONS OF INTEREST

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

13/09 REPORTS

Grant Funding/Administration.

Biffa Grant (was £17,000 now £35,000 application) (In name of Bramshott & Liphook Preservation Society)

Adrian Bird presented the almost completed draft application form.

Decision: Adrian Bird will seek to complete the return by mid March. The “mission statement” referred to in 11/09 above will be an appended document. The Liphook Millennium Hall Management Committee will be informed of the application at their next meeting and asked to give their support to the statement which will then be referred to the Parish Council Meeting on 30th March with a request for approval.

Decision: Adrian Bird will provide the Parish Clerk with a copy of the application. Although in the name of the B&LPS it is considered sensible to ensure no aspects are included which might give rise to future concerns.

Decision: Cllr Jordan will speak to Cllr Hope (Chairman of Millennium Hall Committee) to ensure item included on agenda and to brief him on the background

EHDC Community Initiative Fund (aspiration £15,000) (In name of Parish Council)

Councilor Jordan reported that the application was prepared in draft subject to final financial figures and guidance from Liz Panton (EHDC) on some aspects of the information required.

He noted that there remained uncertainty as to whether the Parish Council had a Child Protection Policy. If not held it is thought by the meeting that EHDC could provide the necessary documented policy for consideration and adoption by the Parish Council.

Decision: Cllr Tough will seek guidance on this from the Parish Clerk by next week.

Decision: Cllr Jordan to complete draft application by mid March.

Costings and Estimates.

Adrian Bird will be updating these for the Biffa application. The same data will be used for the EHDC CIF grant application.

Equipment.

No outstanding issue

Project Management/Planning.

Decision: Ian Baker to update Cllr Jordan's spreadsheet on Clubs/Societies documented support. This will be required for the EHDC CIF application.

U3A had been approached on the 15th January with a view of seeking volunteers to help B&LPS keep to proposed opening hours of the "Heritage Centre". Whilst verbal comments suggested the possibility of support a written response is awaited.

Decision: Cllr Jordan to ask the Parish Clerk to circulate future minutes of these meetings to members of the Millennium Hall Committee.

Agreement Drafting- for Parish Council and Preservation Society

Decision. Cllr Tough will provide a draft project "mission statement" for consideration by the Liphook Millennium Centre Management Committee as noted in 11/09 above.

Once the mission statement is agreed the Parish Clerk will be asked to draw up a more "legal form" agreement between B&LPS and the Parish Council, will be drawn up by.

14/09 NEXT MEETING

The next meeting will be at 8pm on March 17th at the Millennium Hall

CONCLUSION - Confirmed at the meeting held on 24th February

Signed Chairman