



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**A MEETING OF THE HERITAGE CENTRE WORKING PARTY TOOK PLACE AT 7.30PM IN THE LIPHOOK MILLENNIUM HALL, ONTARIO WAY, LIPHOOK, ON THURSDAY 19 OCTOBER 2006**

## MINUTES

**PRESENT WERE:** Mr M Croucher (Chairman), Mr J Walters, Mr N Atherden, (Parish Councillors). Mr A Bird, Mr I Baker, Ms J Marr (Bramshott and Liphook Preservation Society). Mr A Groves (Clerk).

### 09/06 CHAIRMAN'S ANNOUNCEMENTS

None.

### 10/06 APOLOGIES FOR ABSENCE

None.

### 11/06 MINUTES OF THE MEETING – 7 SEPTEMBER 2006

The minutes of the meeting were agreed and signed as being a true record.

Clerk

### 12/06 MATTERS ARISING FROM THE MINUTES – 7 SEPTEMBER 2006

**06/06 Funding.** Cllr Atherden raised the need to obtain funds for the initial part of the fund raising schemes. To be raised during Cllr Atherden's report.

### 13/06 DECLARATIONS OF INTEREST

The Chairman referred to the declaration.

## 14/06 REPORTS

### GRANT FUNDING ADMINISTRATION.

Cllr Walters thanked the Clerk for the information on organisations that could provide funds. Cllr Walters referred to the spreadsheet that had been provided which appeared to split the costs between the Heritage Centre and the Liphook Millennium Centre. He said that there was a need to decide on whether a joint or separate grant application should be made, together with the contributions from each body. It was explained that the annotations on the spreadsheets were for the requirements in each functional area – the Heritage Centre (HC) and the Liphook Millennium Centre (LMC). Cllr Walters asked whether the funding contributions would be decided on the same basis. The best way to make any applications, how to determine the sums to be provided by each group, the percentage of contributions expected by the organisations that would be approached, the setting up of a joint account, VAT implications, and the provision of funds were all discussed. The need for publicity about the fund raising schemes was discussed. Mr Bird provided a copy of the Heritage Centre vision statement for distribution (attached to these minutes).

**Decisions:** A joint application was to be made for the Heritage Centre Project.

JW

The appropriate financial figures would be developed through an iterative process.

AB  
Clerk

An article/press release about the fund raising schemes would be produced.

NA

### FUND RAISING.

Cllr Atherden proposed four fund raising schemes. The first scheme was the production of a five leaf postcard type 2007/2008 calendar (15 month, January 2007-31 March 2008) with dates for a three month period set out below. At the end of the period the date section could be disposed of and a postcard size image retained. The cost of this would be approximately £550. The second scheme was to hold a lottery in January 2007 using prizes donated by local businesses. It was hoped that there would be 10 major prizes, and then some smaller prizes. So far prizes had been offered by CJ Hampshire, Liphook Hardware, Hair Lines, Peep Inside, Reeds, Bohunt Centre, Findlays, and Mr Groves. Offers of further prizes were being pursued. The third scheme was for the production of a limited edition print (50 signed and numbered copies) based on a painting of a local historical view. The subject of the painting was to be decided as the result of a local competition under the aegis of the B&L Arts and Crafts Society. The winning painting would then be photographed, but remain the property of the artist. The fourth scheme was to have a garden party at a suitable garden in Bramshott in June 2007, and discussions would be held with Mr Tony Rudgard later in the month. The various schemes were discussed, together with a suggestion of having a film night in the Liphook Millennium Hall with all proceeds going to the Heritage Centre Project. The feasibility of the calendar scheme within a short time frame, income expectations, the provision of the initial funding of about £1,500, printing and photographs were discussed.

**Decisions:** The schemes were agreed.

NA

The Parish Council were to be asked to fund £750 from reserves to be repaid in due course, the same amount being funded by the Preservation Society.

MC

**COSTINGS/ESTIMATES.**

Mr Bird referred to the spreadsheet. The lack of annotations of HC and LMC against some entries and the inclusion of costs such as insurance and legal fees in grant applications were discussed. The VAT situation was briefly discussed; it was understood that VAT could be reclaimed by the Parish Council subject to certain restrictions. VAT in relation to Charities, and the need to check the previous decisions made by the LMCMC and Parish Council over building regulations/planning applications/design of the LMC area of the project were discussed. Provision of storage was raised.

**Decisions:** A joint application was to be made for the Heritage Centre Project.

JW

The appropriate financial figures would be developed through an iterative Process.

AB  
Clerk

**EQUIPMENT.**

Mr Baker said that most of the equipment aspects had been covered previously. The need for additional chairs/computer chairs was raised; the cost had been included under equipment on the spreadsheet.

**PROJECT MANAGEMENT/PLANNING.**

The Chairman said that project management software would be used once the project had been developed a little further. The present need was to keep the momentum going. The date of the next meeting was discussed.

**Decision:** The next meeting would be held on Wednesday 22 November 2006.

Clerk

**AGREEMENT DRAFTING/CONSULTATION.**

The Chairman said that he and Mr Baker had considered the previous documentation, and that a document dated 16 December 2004 would be used as a starting point. The manning of the Heritage Centre was briefly discussed.

**CONCLUSION** - This concluded the business of the meeting at 8.40 pm.

Confirmed at the meeting held on 22 November 2006.

Signed .....

Chairman