



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE  
NEXT MEETING ON 15 NOVEMBER 2012**

**A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE WAS HELD ON THURSDAY 13 SEPTEMBER 2012 AT 8.00 PM IN THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK.**

## MINUTES

**PRESENT:** Cllr M Croucher, Cllr Mrs B Easton, Cllr Mrs D Hoskins (Chairperson), Cllr D Jerrard, Cllr Ms J Poole (Parish Councillors), Mrs J Laver, Mr K Stephenson, Mrs N Sosin (Co-opted members), Mrs G Ring (Deputy Clerk).

- 71/12 CHAIRPERSON'S ANNOUNCEMENTS** **Action**  
Preliminaries: Mobile Phones, Exits, No Loop System.
- 72/12 APOLOGIES FOR ABSENCE**  
Mr C Evenden, Mrs G Kirkpatrick, Mr T Pate, Cllr P Robinson.
- 73/12 DECLARATIONS OF INTEREST**  
There were no Disclosable Pecuniary Interests to declare.  
Cllr Easton stated she may have an interest in item 8 as she knew of a friend who could quote for the work.
- 74/12 MINUTES OF MEETING – 2 AUGUST 2012**  
Cllr Jerrard joined the meeting.  
  
**RESOLVED** that the minutes were approved as true record of the meeting.  
**Proposed:** The Chairman **Seconded:** Cllr Croucher **Vote:** Unanimous
- 75/12 MATTERS ARISING FROM THE MINUTES – 2 AUGUST 2012** **Deputy Clerk**  
68/12 – Millennium Centre Cinema and Events: There was no further update to provide however the matter was in hand. New users manuals would have to be created for the new Blu Ray equipment which may take longer.

**76/12 PUBLIC PARTICIPATION SESSION**

**Public Questions:** None

**Public Participation:** None

**77/12 REPORTS**

**Financial Report:** The Financial report for the year to 31 July 2012 was considered. The Chairman drew attention to the current deficit between income and expenditure. This is partly because free lettings are not yet shown in the accounts as ‘grants’ from F&P, also a percentage of the Deputy Clerk’s salary is now apportioned to the LMC which has increased the staff costs. Discussion was had regarding the Meals on Wheels costs and their inclusion in this year’s budget.

**It was agreed** that the Deputy Clerk will arrange for the Meals on Wheels Income to be shown separately from Miscellaneous Income in the accounts as it has corresponding costs.

**Deputy Clerk**

The variance between actual Film Costs and the budget was raised. This is due to the cost of each film varying depending on the number of people attending the showing. An increase in actual Film Income to the budgeted income is evident.

**Administration and Maintenance:** The Chairperson informed the committee that the roof is leaking again, this time into the eaves storage in the Heritage Centre. No further leaks have been reported in the ground floor corridor or foyer. Investigatory work will be arranged with possible further sweeping of the roof to avoid pooling of water.

**Deputy Clerk**

**Storage Working Party:** There were no designs available for the storage which had been built on the first floor of the Scouts and Guides Halls. The use of free standing flat packed wardrobes instead of bespoke wardrobes; the health and safety implications; the implementation date of 1 January 2013 for the storage charges; and the location of storage was discussed. Mrs Laver suggested that any cupboards/wardrobes be installed to tie in with the LAMPS production in December.

**It was agreed** that the Chairperson and Mrs Laver would liaise and work out the requirements for the wardrobes in the props and costume rooms. Any other members of the committee who wished to assist were welcome to do so.

**DH, JL**

**78/12 SECURITY AT THE LIPHOOK MILLENNIUM CENTRE**

The Chairperson outlined the damage which had occurred recently and the need to improve security. Cllr Croucher explained the type of system which had been previously explored by himself and Cllr Tough which were a golf ball type infra-red 360° camera. At the time the equipment was approximately £500 to purchase with additional cost for wiring and any recording equipment required. Discussion was held as to how the equipment worked; the current equipment at the Centre; and methods of obtaining and installing the equipment. Cllr Mrs Easton said she knew of someone who did this work who she would approach for a quote. Mrs Laver said she could obtain the details of contractors who had carried out similar work at Haslemere Museum.

**It was agreed** unanimously that this information should be obtained and that the Deputy Clerk would contact SK Electrical to provide a quote for the work. The Deputy Clerk would also ask Cllr Tough for any information that he had on the previously explored system.

**BE, JL, Deputy Clerk**

The Deputy Clerk informed the committee that the Police had suggested putting movement sensors lights at the rear of the building in the amphitheatre area as a simple

deterrent.

**It was agreed** that sensor lights be installed at the rear of the building.

**Proposed:** The Chairperson    **Seconded:** Cllr Croucher    **Vote:** Unanimous

**Deputy  
Clerk**

**79/12    LIPHOOK MILLENNIUM CENTRE BUDGET 2013/14**

The first draft of the Millennium Centre budget for 2013/14 was considered. The income for Meals on Wheels at its associated costs were raised. This will be considered by the Meals on Wheels Working party. The budget requirement for the first floor fit out for the CAB was raised. Discussion was held on the sources of funding for this; the commercial sensitivity of the tenders; the timescale for the project and the need to apply for funding to ascertain the budget requirement for the project. Discussion was also held on the level theatre costs; supported events such as Hog The Limelight, marketing of events; the commercial success of performances including ancillary sales and the working party that will explore ancillary sales as part of its work. The reduced level of lettings income in the budget was raised. The Deputy Clerk explained that the projected level of income was based on lettings received last year less prepayments, therefore the level of lettings in the budget in fact remained more or less the same. The Chairperson advised that she, the Clerk and the Deputy Clerk will be doing further work on the budget to address the deficit.

**DH,  
D.Clerk**

**80/12    SALE OF ALCOHOL BY FSM FOR FUNDRAISING EVENT**

A request made by the Friends of St Mary's (FOSM) to run their own bar as part of the Boris Karloff fundraising evening was considered. Discussion was held on the LMC licensing arrangements; similar previous requests by other organisations and how these had been dealt with; the implications of FOSM running their own bar; the agreement made by the LMCMC for FOSM to hold three events at a reduced charge.

**It was agreed** that FOSM would be allowed to sell their own alcohol if they paid the full hire charge for the event. If they did not wish to pay the full hire charge they would have to use the contracted caterer to run a bar for the sale of alcohol.

**Proposed:** The Chairperson    **Seconded:** Mrs Sosin    **Vote:** Unanimous

**81/12    EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS**

**The motion:** "In accordance with the provisions of section 1(2) of the Public Bodies (admission to Meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted".

As no members of the public or press were present the motion was withdrawn.

Signed:

Chairperson