



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE
NEXT MEETING ON 10 JANUARY 2013**

A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE WAS HELD ON THURSDAY 15 NOVEMBER 2012 AT 8.00 PM IN THE CANADA ROOM AT LIPHOOK MILLENNIUM CENTRE, ONTARION WAY, LIPHOOK.

MINUTES

PRESENT: Cllr Mrs B Easton, Cllr Mrs D Hoskins (Chairperson), Cllr Ms J Poole, Cllr P Robinson (Parish Councillors), Mrs G Kirkpatrick, Mr T Pate, Mrs N Sosin (Co-opted members), Mrs G Ring (Deputy Clerk).

84/12 CHAIRPERSON'S ANNOUNCEMENTS Action
Preliminaries: Mobile Phones, Exits, No Loop System.

85/12 APOLOGIES FOR ABSENCE
Cllr M Croucher, Mr C Evenden, Cllr D Jerrard, Mrs J Laver, Mr K Stephenson

86/12 DECLARATIONS OF INTEREST
There were no Disclosable Pecuniary Interests to declare.

87/12 MINUTES OF MEETING – 13 SEPTEMBER 2012

RESOLVED that the minutes were approved as true record of the meeting.

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

88/12 MATTERS ARISING FROM THE MINUTES – 13 SEPTEMBER 2012
78/12 – Security at the Liphook Millennium Centre: Cllr Easton had visited the site with her friend who will provide a quote for the required equipment. He believes the number of cameras would need to be increased to 8. Awaiting a written quotation, however the equipment would be around £2,500 with possibly the same again for labour and installation. The Deputy Clerk had booked an appointment for one company to provide a quotation and would be approaching the supplier that Haslemere museum had

used to obtain another. Discussion was held as to the insurance requirements and implications; the specification of equipment; comparable quotations; use of monitoring systems and funding for the purchase and maintenance of equipment. The Deputy Clerk will ask the caretaker to realign the existing equipment.

68/12 – Millennium Centre Cinema and Events:

D.Clerk

Cllr Robinson asked about whether there was a user manual or someone to deputise for the cinema. Discussion was held as to what was involved in running the cinema including operation of the equipment; marketing, promotion and publicity; selection of films; management of the show evening including staffing; service levels with Moviola and comparison with operations at Haslemere Hall. Mr Pate will look at the equipment and look to create a user manual for the equipment for the centre.

T.Pate

89/12 PUBLIC PARTICIPATION SESSION

Public Questions: None

Public Participation: None

90/12 REPORTS

Financial Report: Current level of income and expenditure is as expected. Value of free use of facilities by groups such as Youth Club is not currently included in the income. It is not expected to be included this financial year. Value of free use could be up to £5,000 per year. The Deputy Clerk will look at how the finance can be reported to incorporate this value.

D.Clerk

Administration and Maintenance:

The Chairperson reported that all the working parties had now met. Due to the nature of the work of three of the working parties, they would be reporting under exempt matters. Cllr Robinson reported that the curtains in the Village and Society Rooms were in a poor state or repair. The Deputy Clerk will organise for them to be replaced.

D.Clerk

Charges Working Party:

Cllr Robinson and Mr Pate provided a verbal report on the conclusions of the working party. They concluded that there was no case for increasing charges, however recommended charges for the set up/clearing away of non-regular users. This would be a fixed rate for the Canada Room and a sliding scale depending on requirements in the main hall. The service offered for setting up rooms is a valuable part of the package sold. The free use needed to be credited to the LMC accounts as without it they were distorted. The written report of their work will be circulated for discussion as an agenda item at the next meeting.

91/12 STORAGE CHARGES

The Chairperson outlined the nature of the complaints received from Bramshott and Liphook Arts and Crafts Society (BLACS) and U3A regarding the charges to be levied for storage at the centre. Mr Pate provided representations from the U3A and explained that the Chairman and Treasure of the U3A had felt it was excessive. A discussion was held as to the response from all organisations affected; the need for wardrobes before applying charges to props/costume store; the charges for users and non-users; invoicing for storage and the date from which charges would be applied. The Chairperson explained that if any members felt strongly against the decision made they could bring a motion to the meeting to rescind it six months after it was initially made.

92/12 LIPHOOK MILLENNIUM CENTRE BUDGET 2013/14

Discussion was held on all lines of the budget. Explanation and clarification was provided by the Deputy Clerk as to the meaning and scope of some of the budget lines. Discussion was held on the need to include funding for CCTV; the nature of funding for the CAB move to the LMC and the timing of this move; the need for marketing consultancy to train staff and develop the hall; the budgetary implications of the work of the working parties. Following the discussion it the following changes were **AGREED**:

Expenditure – Licences increased to £2,000; Marketing & Publicity increased to £1,000; Equipment purchases increased to £7,000; Marketing Consultancy new budget £3,000
Income – Lettings income increased to £50,000; Theatre income increased to £2,500.

RESOLVED: That the budget presented in Appendix 4 was agreed subject to the changes listed above.

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

The meeting was concluded. It was **AGREED** that an additional meeting would be **D.Clerk** scheduled to dispose of the business in the excluded session agenda.

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

The meeting closed at 10.35 pm

Signed:

Chairperson