



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE NEXT MEETING ON 15 FEBRUARY 2013

A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE WAS HELD ON THURSDAY 10 JANUARY 2013 AT 8.00 PM IN THE CANADA ROOM AT LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.

MINUTES

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

1/13 CHAIRPERSON'S ANNOUNCEMENTS Action

Cllr Hoskins wished to thank Cllr Robinson for chairing December's meeting in her absence when she was unwell.

2/13 APOLOGIES FOR ABSENCE

Cllr M Croucher, Mrs J Laver, Mrs N Sosin, Mr K Stephenson.

3/13 DECLARATIONS OF INTEREST

There were no Disclosable Pecuniary Interests to declare.

4/13 MINUTES OF THE PREVIOUS MEETINGS

Mr Pate asked about minutes being available on the website before they had been seen/agreed by committee. The Chairperson explained why this was done and her personal views on it. The Deputy Clerk confirmed that the Chairperson of the meeting was sent the minutes to check before they were made publically available.

RESOLVED that the minutes of the meetings of 15 November and 6 December 2012 were both approved as true record of the meeting.

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

5/13 MATTERS ARISING FROM THE MINUTES

88/12 - Security at the Liphook Millennium Centre (78/12): Cllr Robinson asked about how the matter was progressing and were there quotes for security lighting/CCTV. Cllr Easton said that she had received a quote from the person she knew, however it did not

include installation just the supply of equipment. Cllr Easton would provide the office with the quotation provided and would ask if the person concerned could provide a quote for all the work. The Deputy Clerk said that she was awaiting one quote, and had received another. She would bring them to the next meeting when they could all be considered. Discussion was held on the requirement to have comparable quotations to include installation; why a national company had not been asked to quote and the need for a maintenance contract. The Deputy Clerk will obtain a quotation from a third company for the CCTV to bring to the next meeting. The Deputy Clerk will be asking another contractor to provide a quotation for the installation of security lighting at the rear of the building.

BE

D.Clerk

88/12 – Millennium Centre Cinema and Events (68/12): Mr Pate asked about the location of the Blu Ray player as he had hoped to use it and it was not at the centre. Discussion was held as to where it may have gone, the reasons for this and need for assets to remain on the premises unless authorised to be available to all users. The Deputy Clerk to investigate.

Cllr Robinson raised the matter of an invoice for advice regarding the sound equipment. The Deputy Clerk explained the background to it and the nature of the report. Concern was raised as to how this situation had arisen. The Deputy Clerk will circulate the report to members for their information. *Cllr Poole joined the meeting during the discussion.*

Discussion was held regarding the cinema; the need to attract audience members, especially to children's films and the role of the volunteer. The Chairperson encouraged all members of the committee to support the cinema and attend the film showings and trailer evenings. to better understand what we do. The Chairperson will write to Dr Tough to request that he explains to us how the cinema runs and the work that he puts into its operation

DH
D.Clerk

91/12 – Storage Charges: The Chairperson informed the committee that she had received a letter from Bramshott and Liphook Arts and Crafts Society (BLACS) saying that they would be paying the storage charge of £120 per annum, however they did so reluctantly as they still felt that the charge was too high. Mrs Moore confirmed that they have paid their invoice for this charge.

97/12 – Liphook Millennium Centre Events 2013: Cllr Ives asked about the Marketing and Events Subcommittee. The Chairperson said that it was yet to meet, but they were trying to arrange a date to do so as soon as possible. The Chairperson invited Cllr Ives to join the committee if she was interested in doing so

6/13 PUBLIC PARTICIPATION SESSION

The meeting was adjourned

Public Questions:

Mrs Moore: The PRS Licence is changing so that dance and fitness instructors will have to pay more for their licences. This could negatively affect groups using the hall. The PRS bill for the hall has vastly increased due to recent changes. We will need to recoup our own increased costs, but this could lose business.

Deputy Clerk: The PRS bill has tripled under changes to PRS charges for us. There are no concessions if instructors already have their own licence so double payments to PRS in effect. It could be used as a marketing tool to instructors that the use the hall as they won't need their own PRS licence.

The Chairperson: This will be raised as an agenda item at the next meeting.

The meeting was re-convened

The Chairperson will contact local community halls to find out if they are affected and how they are addressing this. This will be reported to the next meeting.

DH
D.Clerk

Public Participation: None

7/13 **REPORTS**

Financial Report: The financial report to 31 December 2012 was considered. Mr Pate asked if the Liphook Millennium Centre (LMC) was VAT registered. The Deputy Clerk said that the LMC was not registered and therefore VAT was not levied on bookings. However the Parish Council could reclaim VAT on costs incurred where VAT was charged. Discussion was held as on the differences between the budget lines of Maintenance Contracts, Property Maintenances, Engineering/Safety inspections and Equipment maintenance

Administration and Maintenance: The Deputy Clerk is looking at the type of curtains that will be required for replacements in the village and society rooms and will purchase as soon as possible. The roof leak has not worsened, despite the recent heavy rainfall. There are a few drips coming into the Heritage Centre store, but none in the foyer or corridor areas.

D.Clerk

ACTION: The Deputy Clerk is looking for a suitable contractor to make repairs, carry out further investigations and make recommendations of a way forward. The Deputy Clerk will report back to the next meeting.

D.Clerk

8/13 **CHARGES WORKING PARTY**

The Chairperson wished to thank the members of the working party for their work in compiling the report.

Discussion was held on the contents of the report including free use of the rooms by local organisations; charges for set up and servicing of bookings; the current cancellations system; the impact of increasing charges; charges at other local facilities; deposits for bookings; Wi-Fi use in the building; the marketing of the centre and its facilities and issues of public liability insurance. The Deputy Clerk explained how free use of the centre would be shown as income in the accounts from April 2013. Discussion was held on the type of free/discounted use that should be shown. The Chairperson confirmed that Events and Marketing Subcommittee were arranging a date to meet shortly.

D.Clerk

The Chairperson felt that further discussion would be required on the matter of charging and the costs for setting up for hirers/events.

ACTION: Set up charges to be an item for the next Agenda. Figures to be produced on no charge bookings and discounted bookings for circulation.

D.Clerk
WM

9/13 **ELECTRICAL AND SAFETY TESTING AT LIPHOOK MILLENNIUM CENTRE**

The Deputy Clerk outlined the nature of the safety testing. Cllr Easton noted that the quotation was excluding VAT

AGREED: To accept the quotation to carry out the three areas of inspection at a cost of £1021.30 +VAT.

Proposed: The Chairperson **Seconded:** Cllr Mrs Easton **Vote:** Unanimous

10/13 **LIPHOOK MILLENNIUM CENTRE BUDGET 2013/14**

The Budget for 2013/14 as agreed at the November meeting was circulated. The Deputy Clerk drew the committee's attention to the new budget line for free use. She advised that it was intended that the Senior Citizen's Lunch Club would be given free use rather than a cash grant and therefore it would be more appropriate to reduce the lettings figure by this amount. Following discussion it was **AGREED** that the Lettings Income figure be reduced to £48,000 with the sum for Income for Free Use as £5,000.

RESOLVED: That the budget presented at Appendix 4 was agreed with the amendments listed above.

Proposed: The Chairperson

Seconded: Mr Pate

Vote: Unanimous

11/13

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”.

Proposed: The Chairperson

Seconded: Cllr Ms Poole

Vote: Unanimous

The motion was carried.

Signed:

Chairperson