



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE  
NEXT MEETING ON 11 APRIL 2013**

**A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE WAS HELD ON THURSDAY 14 MARCH 2013 AT 8.00 PM IN THE SOCIETIES ROOM AT LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.**

## MINUTES

**PRESENT:** Cllr Mrs D Hoskins (Chairperson) Cllr M Croucher, Cllr Ms J Poole, Cllr P Robinson, Cllr Mrs J Ives (Parish Councillors). Mrs G Kirkpatrick, Mr K Stephenson (Co-opted members). Mrs G Ring (Deputy Clerk) and Mrs W Moore (LMC Staff).

- 29/13 CHAIRPERSON'S ANNOUNCEMENTS** **Action**  
Mobile phones, exits, toilets.
- 30/13 APOLOGIES FOR ABSENCE**  
Cllr Mrs Easton, Mr Evenden, Mrs Laver, Mr Pate
- 31/13 DECLARATIONS OF INTEREST**  
There were no Disclosable Pecuniary Interests to declare.
- 32/13 MINUTES OF THE PREVIOUS MEETING – 15 FEBRUARY 2013**  
**RESOLVED** that the minutes of the meeting of 15 February 2013 were approved as a true record of the meeting.  
**Proposed:** The Chairperson **Seconded:** Cllr Croucher **Vote:** Unanimous
- 33/13 MATTERS ARISING FROM THE MINUTES**  
**18/13 – Liphook Millennium Centre Events 2013:** Cllr Easton and Cllr Hoskins attended the Juggling Jake's Circus Skills workshops on 22<sup>nd</sup> February. They sold squash, teas, coffees and juice cartons, making a small sum of money. It was also a good networking opportunity with emails addresses taken for a marketing database and answering enquiries regarding possible future hiring of the hall. It was a good event to raise the profile of the centre. Mrs Moore said that she had attended with her grandchildren and provided positive feedback. She also said that it would have been better if the event co-ordinator had rotated the use of the equipment as some children dominated.  
**ACTION:** Deputy Clerk to forward the feedback to Hog The Limelight. **D.Clerk**

**18/13 – Security at Liphook Millennium Centre:** Cllr Robinson requested an update on the installation of CCTV. The Deputy Clerk confirmed that installation would take place in April as funding was to come from next year's budget. Discussion was held on the type of cameras, the location and training on the use of the equipment.

**34/13 PUBLIC PARTICIPATION SESSION**

The meeting was adjourned

**Public Questions:** None.

The meeting was reconvened.

**Public Participation:** None

**35/13 REPORTS**

**Financial Report:** The report circulated was considered. The nature and frequency of the use of casual staff was discussed.

**Administration and Maintenance:** The Chairperson advised that work to fix the roof leak had started.

**Events and Marketing Sub-Committee:** The Chairperson advised that at the first meeting last month, Cllr Mrs Easton had been elected as chair of the sub-committee. It was a very positive meeting and each member had action points to follow up on such as specialist fairs, music events and web presence. Discussion was held as to the regularity of the meetings; holding events which are 'self-contained' therefore do not increase workload or increase costs; the closure of The Grange at Midhurst.

**36/13 TERMS OF REFERENCE FOR THE EVENTS AND MARKETING SUB-COMMITTEE**

The Chairperson outlined the terms of reference as circulated.

**RESOLVED** that the terms of Reference for the Events and Marketing Sub-Committee we accepted.

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

Discussion was held on printed marketing materials the centre currently had, the use of printed materials to promote the centre and the need to stand out; the cost vs. benefit of any material produce; time limited or event specific material and generic publicity for the centre; use of the Community magazine to publicise the centre.

**D.Clerk**

**ACTION:** the Deputy Clerk to look into promoting the centre through the community magazine.

Mr Stephenson joined the meeting.

**37/13 LIPHOOK MILLENIUM CENTRE CHARGING POLICY**

The report of the charges working party was considered, and discussion as held on its contents; managed vs. non-managed facility; the current standard conditions of hire; surety fees for parties and large events; additional charges for cleaning; having a tiered pricing structure for regular users and one off events; use of free Wi-Fi in the centre; damage and cleaning charges; the current level of bookings; insurance position if no staff member is present.

It was **AGREED** that:

- Regular users should be defined as those hiring the centre on ten or more occasions during the year and local authority or not for profit organisations with a historic relationship such as EHDC and Community First Havant & East Hampshire.
- There would not be a set-up charge for occasional users.
- As per point 15 in the standard conditions of hire, hirers need to include set up and clearing up time in their booking. Users can 'overstay' by up to 15 minutes before the hourly room rate is charged.
- As per point 14 of the standard conditions, rooms should be left free of refuse at the end of a booking. Should rooms need additional cleaning after a booking i.e. cleaning food stuffs from the floor, hirers will be charged the hourly room rate for the time required to clean the room.
- Cancellation fees are detailed in point 2 of the standard conditions of hire.
- Free use of the LMC to be credited to the accounts from April 2013.

**Proposed:** Cllr Croucher **Seconded:** Cllr Robinson **Vote:** Unanimous

### **38/13 LIPHOOK YOUTH CLUB**

The Youth Club have been awarded funding to continue operating with weekly sessions. Discussion was held as to the impact on bookings for the hall, 4 interested in one off events and 1 requiring a weekly session; the credit to the LMC budget for free use; additional space required by the youth club for counselling sessions and for storage; how free use of rooms should be requested and agreed.

**RESOLVED** that that Liphook Youth Club are permitted to use the main hall at the Liphook Millennium Centre once a week on a Monday from 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014.

**Proposed:** The Chairperson **Seconded:** Cllr Robinson **Vote:** For 6, Against 0, Abst. 1

**ACTION:** Cllr Ives to establish the requirement of a room for counselling sessions etc. **D.Clerk**  
Should an additional room be required a separate application for free use of this room will be required.

### **39/13 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".

The motion was withdrawn as no members of the press or public were in attendance.

Signed:

Chairperson