



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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

A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE WAS HELD ON THURSDAY 16 MAY 2013 AT 7.30 PM IN THE MAIN HALL AT LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.

MINUTES

PRESENT: Cllr Mrs D Hoskins (Chairperson), Cllr Mrs Easton, Cllr Ms J Poole, (Parish Councillors). Mrs G Kirkpatrick, Mr C Evenden, Mrs J Laver, Mr T Pate (Co-opted members).

- 57/13 CHAIRPERSON'S ANNOUNCEMENTS** **Action**
Those present were reminded about mobile phones and fire exits etc.
- 58/13 APOLOGIES FOR ABSENCE**
Cllr M Croucher, Cllr P Robinson, Cllr J Ives & Mr K Stephenson
- 59/13 DECLARATIONS OF INTEREST**
There were no Disclosable Pecuniary Interests to declare.
- 60/13 CATERING CONTRACT**
This item was moved up on the Agenda as Mrs Williams had been asked to attend to present her price list and may not wish to stay for the rest of the meeting. Unfortunately Mrs Williams did not produce the price list for the items in the Catering Kitchen so the Committee was not able to vote upon which items to purchase.

There was a general discussion regarding the need to create a document for the future outlining the cost of hiring the Catering Kitchen.
- 61/13 MINUTES OF THE PREVIOUS MEETING – 11 APRIL 2013**
The minutes were unanimously approved
- 62/13 MATTERS ARISING FROM THE MINUTES**
None

63/13 HOG THE LIMELIGHT BOOKINGS

The Buffalo Gals event was discussed. It was hoped that in the absence of Gabrielle Ring, that a list of volunteers could be put together to cover the duties that she would normally perform. No list of volunteers was collated apart from Cllrs Ives, Easton and Hoskins.

64/13 NEW TERMS AND CONDITIONS OF USE

Following consideration, the new terms and conditions were approved. Abstained – Mr T Pate

65/13 USE OF THE FIRST FLOOR OF THE MILLENNIUM CENTRE

An update on the situation was given. Cllr Croucher had asked the architect Adrian Bird to put together a scope of works for the fitting out of the Props Room and Theatre Storage Room. This scope of works has not been forthcoming. The securing of the electrics in the Props Room is an urgent matter, so it was agreed that if Mr Bird has not produced the scope of works by the next meeting we will ask another person to do it rather than let the matter drag on. Once this is done the rooms can be fitted with floor to ceiling cupboards for the storage of items – whilst leaving the floor space free for spare meeting rooms if they are required.

66/13 MAINTENANCE OF THE LMC WEB PAGE

A volunteer is needed to keep the current web-page up to date with events and cinema listings etc. This was not acquired and will be kept as an agenda item until a person willing to be our webmaster is found. It was hoped to have an LMC website and internet presence soon and this is being investigated.

The committee had previously been informed by Cllr Croucher that the staff at the Millennium Centre had received training on the web-page and how to update it etc. This is an error and the staff have not received training on this as it is seen as a job which has always been done at the Parish Office as the web-site is a Parish Council web-site. For this reason the committee need to address the LMC internet presence as soon as possible.

67/13 CO-OPTION OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE

Mr Steve Baker was put forward as the new member of the Committee. This was approved unanimously. Mr Baker is the LAMPS Co-opted member.

68/13 PUBLIC PARTICIPATION SESSION

The meeting was adjourned

Public Questions: None.

Public Participation: None

Meeting reconvened.

69/13 REPORTS

Administration and Maintenance - None

Marketing and Events Sub-Committee – Cllr B Easton gave a brief update on upcoming event.

Mr Baker left the meeting

70/13 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