



BRAMSHOTT & LIPHOOK PARISH COUNCIL

www.bramshottandliphook-pc.gov.uk

Mr P J Stanley
PARISH CLERK

Tel: 01428 722988
Fax: 01428 727335
e-mail: council@bramshottandliphook-pc.gov.uk

THE PARISH OFFICE
HASKELL CENTRE
MIDHURST ROAD
LIPHOOK
HAMPSHIRE GU30 7TN

**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE
NEXT MEETING ON 14th NOVEMBER 2013**

A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE WAS HELD ON THURSDAY 17th OCTOBER 2013 AT 7.30 PM IN THE MAIN HALL AT THE LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.

MINUTES

PRESENT:

Cllr J Ives
Cllr T Maroney
Cllr Ms J Poole
Cllr Jerrard – part of meeting
Mr Evenden
Mr S Baker

Also in attendance: Cllr B Easton

102/13 CHAIRPERSON'S ANNOUNCEMENTS

Councillor J Ives introduced herself as temporary chair in Councillor Hoskin's absence. Cllr Hoskins has temporarily stood down from committee work so as Deputy Chair of this committee Jane Ives would chair the meeting.

103/13 APOLOGIES FOR ABSENCE

Cllr D Jerrard, Cllr M Croucher, Cllr D Hoskins, Mr T Pate, Mrs G Kirkpatrick, Mr K Stephenson.

104/13 DECLARATION OF INTERESTS

Chairman read out the wording of the localism Act. Nobody declared an interest.

105/13 MINUTES OF THE MEETING

Clive Evenden asked for corrections to the minutes as he had been present at that meeting and was not recorded, in the same way as Steve Baker also was present and not recorded as being present. A vote was taken to accept the minutes and was unanimous subject to the corrections being made.

106/13 PUBLIC PARTICIPATION SESSION

No members of the public were in attendance.

107/13 REPORTS

Marketing and Events Subcommittee

The acting Chair explained that a decision had been taken to cancel the expected Hog the Limelight event, Hot Potato Syncopators. No contract had been signed which was fortunate. The decision had been taken due to a lack of personnel expected to be available to help out with the organisation and execution of this event, and the fact that a loss had been made on the previous Hog the limelight event in June. No meeting of the sub-committee had taken place as there were only 2 or 3 members of that sub-committee then it was felt more members should be recruited before any further event would be undertaken, especially not this side of Christmas. Clive Evenden suggested someone in his History group who may be interested in helping out with running events and the acting chair suggested she contacted a local group to see if they would be interested in performing in the Hall. Councillor Poole had praise for the quality of the Hog the Limelight events held in the past, but because there seemed to be a lack of local support in tickets sold, we should consider our choices very carefully in future. There was money set aside in the budget for leaflets to promote the Hall and that should be done. Cllr Poole volunteered for the sub-committee.

108/13 PLANS FOR THE USE OF THE FIRST FLOOR OF THE MILLENNIUM CENTRE

The acting Chair said that unfortunately Cllr Croucher was to lead on this item and he was not at the meeting. She had spoken to him and he was actively pursuing any available grants with the District Council, and Cllr Croucher also had plans at home previously drawn up. It was not possible to view the plans that evening. Councillor Maroney mentioned the hazard on the First Floor, and that he had put a sign up now and a toddler's stair gate to raise awareness of the hazard. Cllr Maroney was thanked for attending to this.

109/13 STORAGE FACILITIES FOR LMC EQUIPMENT

Bin store - Again Councillor Croucher was to lead on this item but due to his absence the matter was not discussed.

110/13 RISK ASSESSMENT

Councillor Maroney led on this item and presented a paper intended to be utilised by full council. The risk assessment covered Health and safety eg Fire Risk, First Aid, hazardous substances and electrical hazards. A sample was included from the last fire inspection and various matters needed to be attended to after the inspection, especially having written fire instructions available. . We only have until 1st of December to deal with outstanding matters from the visit. Also the First Aid assessment, in terms of staff and centre users had to be addressed. Jackie volunteered to look at the First Aid Assessment(RA02) for the Hall, and also storage of hazardous substances (RA08). Clive Evenden volunteered to look at the electrical assessment (RA06) for the LMC.

111/13 BUDGET PLANNING 2014/15

Councillor Maroney spoke about the budget planning for 2014/15 and mentioned that he had been looking at forward bookings in comparison to previous years in order to estimate income, but found difficulties due to lack of a computerised system. He mentioned the cost of room

hire but the charges working party had not met recently to look at the pricing structure. The final budget figures were not needed until February. The work to the first floor was discussed and it was felt that if necessary the £4000 set aside for property maintenance could be used, also council reserves. There was a line missing from the budget sheet which was bar income. Cllr Maroney will provide information to the rest of the committee on his income investigations before the next meeting.

112/13 PERMISSION TO SELL ALCOHOL

A request was considered from a local group holding an event in the Canada room, to operate their own bar. This was voted upon and the decision was to refuse this request.

113/13 OUTSTANDING ACTIONS FROM LMCMC MEETINGS 2013

Item 65/13 - (meeting of 11th July.) Michael Croucher is dealing with this matter. We do not know any figures yet relating to the cost of this work

Item 83/13 - This had not yet been done, Councillor Ives volunteered to deputise for Councillor Hoskins.

Item 89/13 - See minute 108/13.

Item 90/13 (11th July meeting) - Go pack tables. These tables had not yet been removed. They were in fact not Go pack tables but old round tables. Enquiries should be made to see if anyone could use them for the Liphook Carnival Night. The Clerk to arrange for Pete Terry (or other staff member) to dispose of the old round tables. The rectangular tables could be sold or offered to other hall users.

Item 75/13 (11th July) - Michael Croucher dealing with grant application forms,

Item 82/13 - Not yet done, Councillor Ives volunteered to try and obtain breakdown of figures.

Item 86/13 - Trevor to assume responsibility for this item

Item 99/13 & 100/13 (15th August) - The working party had not yet met to discuss this item.

All other items should be carried forward.

114/13 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 chairman, unanimously approved.

Chairman

Date