



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE  
NEXT MEETING ON 12<sup>th</sup> DECEMBER 2013**

**A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE WAS HELD ON THURSDAY 14<sup>th</sup> NOVEMBER 2013 AT 7.30 PM IN THE MAIN HALL AT THE LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.**

## MINUTES

### PRESENT:

Cllr J Ives  
Cllr Croucher  
Cllr Jerrard  
Cllr T Maroney  
Cllr Ms J Poole  
Mr C Evenden  
Mrs G Kirkpatrick  
Mr T Pate  
Mr K Stephenson  
Mr P Stanley - Clerk

Also in attendance: Cllr P Jordan, Mrs W Moore & Mr P Terry

### 116/13 CHAIRPERSON'S ANNOUNCEMENTS

Cllr Ives advised on the fire safety arrangements for the building. She also announced that Cllr D Hoskins was unwell and needed some time to recover. It was further announced that Mrs G Ring had resigned from her post as Deputy Clerk.

### 117/13 APOLOGIES FOR ABSENCE

Cllr D Hoskins & Mr Baker.

### 118/13 DECLARATION OF INTERESTS

Chairman read out the Declaration of Interest. Cllr Maroney declared an interest as a user of the hall and a customer in the past for the item on LMC charges (minute 125/13). He would participate in the item as it was his report but would abstain from any voting on possible fee changes.

### **119/13 MINUTES OF THE MEETING**

The minutes of the meeting held on 17<sup>th</sup> October 2013 were approved.  
Proposed Cllr Croucher, Seconded Cllr Maroney, unanimously approved.

### **120/13 MATTERS ARISING FROM THE MEETING**

Minute 112/13 – Permission to sell alcohol had been refused and it was reported that there had been concerns over this decision by the client. A letter of complaint had been received which had been dealt with by the clerk. It was unlikely that any organisation will be allowed to sell their own alcohol in the future, however there was nothing wrong in including an additional cost to the ticketed price and providing free alcoholic refreshments.

Minute 113/13 – Mr Terry reported that the old round tables had now been removed. The rectangular tables were retained as they are sometimes still used, although they would need to be replaced at some stage.

### **121/13 OUTSTANDING ACTIONS FROM LMCMC MEETINGS 2013**

Item 65/13 - This is picked up under item 12 (minute 127/13)

Item 83/13 - Cllr Ives will arrange to view the store.

Item 89/13 - This is picked up under item 13 (minute 128/13)

Item 90/13 – This is covered by minute 120/13 above.

Item 75/13 – This is picked up under item 12 (minute 127/13). Warning signs and a stair gate had been put in place as a health and safety measure to cover the floor surface problem

Item 82/13 - A break down had not been provided for the Buffalo Gals but it was agreed not to pursue this further. Future events will be costed and a profit figure determined.

Item 86/13 – Cllr Maroney had agreed to look at the issue of accommodating regular users in the Scout & Guides hall when the whole of the LMC was booked

Item 99/13 & 100/13 (15<sup>th</sup> August) – The issue of charges was on the agenda under item 10 (minute 125/13)

Mr Pate asked why the establishment of the Friends of the Millennium Centre had not been actioned. The Chairman acknowledged that she had the draft letter and agreed to action the establishment of a Friends Group.

### **122/13 PUBLIC PARTICIPATION SESSION**

No members of the public were in attendance.

### **123/13 REPORTS**

There were no reports to present.

### **124/13 RISK ASSESSMENT**

It was noted that reports covering Hazardous Substances, First Aid and Electrical Safety had now been completed. Other sections of the Risk Assessment exercise for the Council were still to be completed. These assessments included the Heritage Centre.

### **125/13 OUTTURN ANALYSIS**

Cllr Maroney had done a considerable amount of work looking at the last financial year and coming up with some proposals for the Committee to review. Thanks were expressed to Cllr Maroney for producing such a detailed report.

There followed a long debate about the proposals, which recommended an increase in charges. Although Cllr Maroney stated there had been no increases since 2009, Mr Pate argued that they had been increased in 2011 and this point will need to be researched. The argument for increasing the charges was not only based on the fact they had not increased for some time but also that the Millennium Centre is subsidised by the Precept. The subsidy would reduce significantly if the new fees were introduced on 1<sup>st</sup> April 2014. There were arguments for looking at some form of subsidy for local users of the hall and for charitable organisations. It was also argued whether the Millennium Centre should be run on commercial lines and also whether more effort should be placed on increasing utilisation rather than prices. Most agreed that some form of limited increase was necessary, particularly the Canada Room which is well used, but there was no consensus on the overall proposed increases. As such it was felt that an extraordinary meeting should be held specifically to look at the charges. The date of 27<sup>th</sup> November 2013 was proposed subject to the Chairman being available on this date.

### **126/13 BUDGET PLANNING 2014/15**

Cllr Maroney presented the draft budget figures for the Millennium Centre. These figures were an update on those considered at the last meeting. The staffing budget had been left at current levels since the organisational review will provide an updated structure and costs. Cllr Maroney ran through the basis on which the figures had been updated. It was noted that the budget for training had been increased and that utility costs were based on a thorough review of the bills received. It was agreed that an additional line was needed to reflect income from the bar rather than put it in other income as the figure should be monitored. The draft budget will go to the next Finance & Policy meeting at which point it may be amended in the light of other Council spending and income. The draft budget as set out includes a shortfall of income over expenditure of £24,629 representing a potential subsidy by the Council if approved.

Proposed Cllr Ives, Seconded Cllr Croucher, unanimously approved.

### **127/13 PLANS FOR THE USE OF THE FIRST FLOOR OF THE MILLENNIUM CENTRE**

Cllr Croucher reported that he has Plans for the proposed work which are available if anyone wished to view them, The internal fitting for the new areas will be similar to that in the Heritage Centre. Cllr Croucher has been talking with District Councillors about possible funding.

### **128/13 STORAGE FACILITIES FOR LMC EQUIPMENT**

Cllr Croucher reported that there are no permitted development rights at the Millennium Centre. This means that any proposed changes to the bin storage will need to go through the planning process. It was noted that there are no drawings of the area. It was agreed to carry this item forward as an action point for a future meeting.

### **129/13 AMPHITHEATRE**

It was reported that the area had now been inspected by a structural engineer who had advised that some excavation work should be undertaken. He will be meeting with a local contractor on site to discuss the nature of the works and then provide some estimate of cost before proceeding.

**130/13 FIRE SAFETY REPORT**

The Clerk ran through the report which required all items to be completed by 1<sup>st</sup> December 2013 which is a very tight timescale. It was noted that the PAT testing was being arranged and should be completed on time. The fire alarm system had now been serviced and the fire risk assessment completed. The buildings work will be completed by a local contractor after discussion with Mr Terry. The policy update will be written by the Clerk. Training requirements are being arranged by The Information Officer. It was hoped to have the training arranged by the due date but unlikely that it will have taken place by the deadline set.

**131/13 MUSICAL EVENING IN EARLY 2014**

It was agreed in principle to go ahead with the booking of a local group but no food will be provided as part of this evening. A proposal should be made via the Marketing & Events Sub Committee to the next meeting of the Millennium Centre Management Committee in December.

**132/13 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 Cllr Ives, Seconded Cllr Croucher, unanimously approved.