



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT
THE NEXT MEETING ON 16th JANUARY 2014**

BRAMSHOTT & LIPHOOK PARISH COUNCIL MINUTES OF THE EXTRAORDINARY MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE

Held in the Millennium Centre on 5th December 2013 at 1930 hours

Present: Cllr. J Ives (Chairman), Cllr. M Croucher, Cllr. D Jerrard (part of the meeting), Cllr. T Maroney, Cllr J Poole, Mr S Baker, Mr T Pate & Mr K Stephenson.

137/13	<u>Chairman's Announcements.</u> The Chairman reminded members that the sole purpose of the meeting was to agree the budget and set the LMC charges for 2014/15. She emphasized the need for consensus.
138/13	<u>Apologies for Absence.</u> Apologies were received from Cllr. D Hoskins, Mr C Evenden & Mrs G Kirkpatrick.
139/13	<u>Declaration of Interests.</u> The Chairman read out the wording of the Localism Act. Nobody declared an interest.
140/13	<u>Liphook Millennium Centre Charges.</u> The Chairman opened the debate by highlighting extracts from the minutes of the last meeting on 14 th November and the confusion at that meeting over when hire charges were last increased. TM presented a copy of the website price list and 6 copies of 2009 invoices confirming that was when the price list was last updated. TP expressed concern that the public, and particularly charities, would not accept what would be in some areas a 38% increase in hire charges. MC explained that the RPI had increased during the intervening 5 years reducing the value of the pound by 16.78%, i.e. prices would have to be increased by up to 20% just to keep pace with inflation. A debate then ensued over the belief that the Centre, as a community asset, should be subsidised by council tax payers; DJ felt it should, adding that it was a fundamental duty of the parish council to help the community. TM pointed out that the majority of users had a commercial or beneficial interest and therefore should not be funded by taxpayers. He then explained that having spoken to Philip Jordan, chairman of F&P. He had agreed that provided the projected budget loss was kept within this year's figure of £15,000 it would be accepted.

A general discussion then took place over the need for a permanent manager, the charging structure, variable rates for weekends and a request that all charitable and not-for-profit organisations should be offered a discount. Several suggestions were then made on defining potential, discount beneficiaries. It was agreed that members would draft their thoughts on the wording, and TM was asked to produce an updated list of current users by likely categories.

[After note: An examination of the invoices for this year revealed one additional charity and a further ‘no charge’ for use of the main hall on cinema nights]

The debate then switched to the previously presented draft budget which showed a projected overspend in 2014/15 of £24,629. The Chairman questioned some areas of expenditure and suggested that the following budget items be reduced:

- a. 5133 - Marketing Consultancy: from £3,000 to zero.
- b. 5134 - Theatre Cost LMH: from £2,500 to £2,000.
- c. 5142 - Equipment Maintenance LMH: from £1,500 to £1,000.
- d. 5147 - Equipment Purchases LMH: from £4,000 to £2,000.
- e. 5171 – LMH Transfer to Maintenance Fund E/R: from £7,000 to £4,000.

It was agreed that the latter reduction would depend upon the amortised cost required to maintain the building. MC stated that the monthly figure required was calculated by an independent consultant every 5 years. He believed that it had been set at £7,000. The general feeling was that it should be set at the recommended figure irrespective of previous reductions in the sum transferred. Assuming the £4,000 was acceptable this would reduce the draft budget over-spend to just over £15,000 provided the projected income level of £50,000 could be achieved. That would be dependent upon increasing prices. Subject to these caveats the proposed changes to the draft budget were unanimously agreed.

[After note: The Clerk confirmed that the agreed annual transfer was £4,000. It was increased by DH this year to partially compensate for the large expenditure on repairs to the roof. Clearly the sums required to maintain the building needs reviewing.]

[DJ left at 8.47 pm.]

The Chairman then directed everyone’s attention to the recommendations for room hire charges on Page 3 of the Outturn Analysis provided at Attachment 1. After a brief debate it was agreed that:

- a. The prices in the weekday’s column were acceptable with the exception of tiered seating which should be increased to £20 or the actual cost of opening and closing the seating whichever was the greater.
- b. The weekend figures were reduced to £28 for the Main Hall and £22 for the Canada Room.
- c. That the whole Complex hire rate should include the cost of the 2 small rooms unless they were not needed, in which case they would either be locked or available to other hirers.
- d. Extra charges were discussed for setting up and clearing rooms for specific parties. This would give the hirer the opportunity to set up themselves, although there may be insurance implications. These extra charges were to be determined later.

Although TM believed that these changes were affordable he was asked to produce

All
TM

All

	<p>revised figures on the potential income level after allowing for an affordable level of discounts to defined users and present these figures at the next meeting on 12th December.</p> <p>With regard to discounts, TM expressed concern that the level of Free Use of LMC (Account Code: 5182) was, in his view, set too low: his original figure of £3,456 on Page C-1 of the Outturn increased this year by £2,000 following the offer of free use to the Senior Citizens' Lunch Club. That combined with the planned price increases would well exceed Councils authorised budget of £5,000. He felt that since the LMC committee had little or no control over free use it would be prudent to ask for this grant to be increased to over £7,000 since it was also used for offering discounts.</p> <p>The Chairman drew the meeting to a close by stressing that the new charges and an appropriate level of discount (subject to the likely number of beneficiaries) would be formally agreed at the next meeting. TM reminded the meeting that they should be mindful of the net income not falling below £49,000. There being no other business the meeting ended at 9.15 pm.</p>	<p>TM</p> <p>TM</p> <p>All</p>
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Signed:

Chairman

Date:

DRAFT