



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE  
NEXT MEETING ON 28th MAY 2015**

**A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT  
COMMITTEE WAS HELD ON THURSDAY 12TH MARCH 2015 AT 7.30PM IN  
THE SOCIETIES ROOM AT THE LIPHOOK MILLENNIUM CENTRE,  
ONTARIO WAY, LIPHOOK.**

## MINUTES

### **PRESENT:**

Cllr M Croucher  
Cllr J Ives  
Cllr P Robinson  
Cllr J Poole  
Cllr D Gerrard

Mr S Gavin – Property & Grounds Manager (PGM)  
Mrs K Feeney – Liphook Millennium Centre Officer (LMCO)

There were no members of the public or press present

### **15/15 CHAIRPERSON'S ANNOUNCEMENTS**

Cllr Ives welcomed Mrs K Feeney to the meeting. Mrs K Feeney will be covering Mrs R Lawrence (LMCO) during her maternity leave.

### **16/15 APOLOGIES FOR ABSENCE**

Mrs R Lawrence  
Cllr E Trotter

### **17/15 DECLARATION OF INTERESTS**

No interests were declared.

### **18/15 MINUTES OF THE MEETING**

Minutes of the meeting held on 15<sup>th</sup> January 2015.

Proposed Cllr Croucher, Seconded Cllr Poole, unanimously approved.

## **19/15 MATTERS ARISING FROM THE MEETING**

LMCO to check that the letter and Terms & Conditions have been sent to regular users.

It was agreed to defer the appointment of a Vice Chair until the first MCMC after the Parish Council elections in May 2015.

## **20/15 PUBLIC PARTICIPATION SESSION**

No members of the public or press were present.

## **21/15 BUDGET MONITORING STATEMENT**

### **INCOME**

Cllr Ives referred to Appendix 2A and it was noted that the projected income figure had not been met. There were possible further adjustments to the figures, which could result in a further drop to the final income, this was due to bookings falling in different financial periods. Cllr Robinson commented that when the budget was set it was hoped that the appointment of a LMCO with Events/Marketing experience would increase bookings.

Cllr Ives noted that the biggest loss in income was as a result of significantly reduced bookings in the Canada Room (290 hours lost). The losses could be explained as a result of the rate hire increase.

Cllr Ives and LMCO will continue to analyse the figures and focus on potential new users and encouraging old users to return.

Cllr Ives noted that it was very positive that the Artisan Market is now being held in the Main Hall. PGM also commented that we have already three weddings booked in 2015 together with a Christening and more functions at weekends. TJ's Soft Play now visit the Centre twice a month which is proving to be very popular and two children's birthday parties have been booked from visits to this activity.

Cinema income was lower than budgeted. It was agreed that this was due to regular children's cinema club not yet being established. It was agreed that the Cinema Club should be advertised more affectively. Volunteers to be sought to run the children's club. Cllr Ives to contact Bohunt School to see if any Year 11 pupils might wish to volunteer (D of E opportunity).

Cllr Ives requested that rates for other venues in the area are compiled and LMC rates are reviewed at May meeting.

Cllr Robinson suggested that at the May meeting a diary showing several months of bookings is produced to allow a more comprehensive analyse to take place.

### **EXPENDITURE (APPENDIX 2A)**

The committee discussed the overspend in some areas of the budget relating to equipment purchases and property maintenance and it was noted that much of this was due to neglect over a period of time, but also unexpected items of cost. There was an unbudgeted cost of

redecorating the Reception area due to water damage which accounts for much of the overspend in maintenance. Other items of note were the repairs to the lift and the cost of purchasing a new dishwasher when the old one failed.

Cllr. Ives reported that all items of expenditure had been approved by the Finance and Policy Committee and the LMC Management Committee.

## **22/15 WORK IMPLEMENTATION**

Cllr Ives explained that the Parish Council is nearing the VAT threshold set for local authorities and this would mean that if we spend now we are likely to go over that threshold meaning that we would have to start charging VAT on hire costs. The committee agreed that we want to delay this scenario for as long as possible and therefore expenditure needs to be prioritised with perhaps just one major project per year. No timescale for any works has been agreed with F&P Committee.

Cllr Ives to speak to the Executive Officer with regards to the amount available to spend before the VAT threshold is met.

Discussion on priorities then took place. Cllr Ives felt the safety of the stage lighting was of the highest priority on the basis that PGM had already received a report from David Barfield. Cllr Ives requested that a second site visit by a lighting professional/structural engineer be organised urgently. PGM to speak to Cllr Maroney about the work he previously undertook to ascertain the history of the building and the fitting of the lighting structure. Cllr Croucher suggested that it would be beneficial to inspect how the lighting is mounted to the building by removing the panels.

The Main Hall flooring is also in need of repair but work would need to be carried out during the July/August holiday period in order to reduce the impact on users. Until such time as the management committee understand the spend allowed before VAT is incurred this project will have to be delayed.

CCTV - Quotes have been received. It was felt the installation of CCTV was still necessary. Currently have 24 broken windows. Police have advised that CCTV should be installed.

Ladies Toilets still need modification to enable a further toilet to be added to the facility and the gents toilets are also in need of updating.

Priorities for work were agreed as:

1. Repair Stage Lighting
2. Replacing Main Hall flooring
3. Installing CCTV
4. Replacing toilets
5. Repairing Amphitheatre

Other items of expenditure such as furniture and curtain replacement should be deferred until a later date.

Cllr Ives proposed. Cllr Croucher seconded. Unanimously agreed to this priority of works.

**23/15 FAULTY TOILET REGULATOR**

PGM confirmed that there is an overspend on the water bill for the year due to a leak in the gents toilet which has now been resolved. A Leakage Allowance Form is now being completed to see if any rebate can be obtained.

**24/15 WATER CATCHMENT TANK**

Cllr Robinson explained that Liphook in Bloom (LIB) currently have a water catchment tank at the rear of Coyte's. This facility is no longer available and LIB have asked if they could place the tank at the rear of LMC. It measures 1metre x 3 metres x 3 metres and would stand on three 1 metre high brick tiers. There would be no installation cost and all maintenance and running costs would be met by LIB. Cllr Ives proposed. Cllr Croucher seconded. Unanimously agreed.

**25/15 ADVERTISING ON THE LMC TELEVISION**

The television is now installed and working in the reception area. LMCO to research further the costs to advertise at other local venues before a final figure is decided upon. It was felt it would be an advantage to offer all those that advertise the chance for their advert to appear on large screen during a cinema showing.

The committee agreed that the TV should show current and future events on a daily basis as well as carry advertising.

**26/15 NATIONAL THEATRE LIVE**

It was felt that competition from other local venues such as Haslemere Hall and Petersfield Festival Hall would impact on the numbers we can achieve for such an event. LMCO to obtain specification for the satellite dish required before final decision on this opportunity is finalised.

**27/15 FEEDBACK FROM THE LMC USER MEETING**

The feedback from the User Meeting was reviewed and the committee agreed that a number of areas should be reviewed at the next LMC Management Committee meeting in May.

Cllrs Ives, Jerrard and Poole to attend meeting with U3A Committee on Monday 16<sup>th</sup> to revisit some of the points raised at the recent LMC User Meeting. Cllr Ives felt there may be some merit in incentivising regular users by implementing a discount structure but this would need to be thoroughly investigated and a report provided at a future meeting.

PGM advised that brackets were being fitted to the DVD cabinet to ensure the DVD is not removed during Cinema nights. Several leads have been broken due to this happening and costs are being incurred.

It was felt that all would benefit from a regular User Group Meeting. The committee agreed to hold the next meeting in 3 months but try to encourage more users to attend. Meeting closed at 9.25pm.

Chairman

Date