



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

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THE PARISH OFFICE  
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**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE  
NEXT MEETING ON THE 16<sup>th</sup> MARCH 2017.**

**A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE  
WAS HELD ON THURSDAY 19<sup>TH</sup> JANUARY 2017 AT 7:30PM IN THE CANADA ROOM AT  
THE LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.**

## MINUTES

### **PRESENT:**

Cllr Croucher (Chairman)

Cllr Trotter (Vice-Chairman)

Cllr Ives

Cllr Poole

Cllr Kirby

Cllr Green

Ms Kite – Deputy Executive Officer

G.Snedden - LMC Events Manager and the Press were also in attendance

### **01/17 CHAIRPERSON'S ANNOUNCEMENTS**

The Chairman reminded everyone to have their mobile phones on silent and explained where the fire exits were.

### **02/17 APOLOGIES FOR ABSENCE**

None.

### **03/17 DECLARATIONS OF INTEREST**

No interests were declared.

### **04/17 MINUTES OF THE MEETING**

The minutes of the meeting held on 17<sup>th</sup> November 2016.

Proposed Cllr Croucher, seconded Cllr Trotter, unanimously approved.

## **05/17 MATTERS ARISING FROM THE MEETING**

**Item 72/16** -The Parish Office is looking at the Agreement, between the Parish Council and Sainsbury's, regarding the use of car park spaces in Sainsbury's small car park opposite the Millennium Centre. Clarification of useage will be discussed at the next meeting.

## **06/17 PUBLIC PARTICIPATION SESSION**

No members of the public were in attendance.

## **07/17 REPORT ON ACTIVITY AT THE MILLENNIUM CENTRE – Events Manager**

- Attendance at the Christmas events was a little disappointing. However, the Artisan Christmas Market had a very successful day.
- A number of the regular clients have increased the number of days they are hiring rooms.
- Future events booked are: Wrestling, Easter Egg hunt, Vintage Market.
- Bookings from new clients are coming through.
- A survey has gone out to see what films people would like to see.
- Next film is Bridget Jones' Baby which is a film and food night on Friday 3<sup>rd</sup> February.

## **08/17 LMC OPENING HOURS**

The centre is open and has a manager on duty between 10am – 4pm Monday to Thursday. It was agreed that the centre would close at 1pm on Fridays.

## **09/17 CAPITAL WORKS**

Members of the working party were confirmed as: Executive Officer, Cllr Croucher, Cllr Trotter and Gill Snedden. Date for the next meeting will be confirmed by the Executive Officer.

## **10/17 REFURBISHMENT OF THE FIRST FLOOR**

It was agreed that the original plans should be revived. The Executive Officer will contact the Architect to establish whether he wishes to take on this project again and proceed with obtaining quotations from builders.

The LMC Manager should contact clients who still use storage on the first floor to advise them that this needs to be cleared immediately.

## **11/17 PLANS FOR THE SIDE ENTRANCE**

Before any work is carried out the Parish Office will contact the Electricity Board to get detailed plans, and have them marked out on the ground, as to where all the power cables are laid.

A decision will be made on the type of surface following the report from the Electricity Board.

## **12/17 RISK ASSESSMENT**

Cllr Trotter was nominated to carry out a risk assessment of the LMC. An officer will be appointed to help.

## **13/17 BUDGET MONITORING**

The EMR transfer for expenditure on the amphitheatre is yet to be transferred.

A query on the Actual YTD figure for 'Rent Receivable' will be corrected and reported at the next meeting.

**14/17 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 excluded session is to consider personnel matters.