



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE
NEXT MEETING ON THE 16th NOVEMBER 2017.**

**A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE
WAS HELD ON THURSDAY 14th SEPTEMBER 2017 AT 7:30PM IN THE CANADA ROOM
AT THE LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.**

MINUTES

PRESENT:

Cllr Kirby (Chairman)

Cllr Ives

Cllr Trotter

Cllr Poole

Cllr Winfield

G.Snedden - LMC Events Manager

P Stanley - Executive Officer

Cllr Jerrard and the Press were in attendance; no members of the public in attendance.

63/17 CHAIRPERSON'S ANNOUNCEMENTS

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

64/17 APOLOGIES FOR ABSENCE

Cllr Garnett

65/17 DECLARATIONS OF INTEREST

No pecuniary interests were declared. Cllr Winfield stated her daughter was involved in the MAD Pantomime being held at the Millennium Centre and mentioned in the minutes of the last meeting.

66/17 APPOINTMENT OF A VICE CHAIR

Cllr Garnett had indicated she would like to stand for election. There were no other nominations. It was proposed that Cllr Garnett be elected as Vice Chair of the Committee.

Proposed Cllr Ives, seconded Cllr Poole, all in favour.

67/17 MINUTES OF THE MEETING

The minutes of the meeting held on 20th July 2017 were approved as a true record.

Proposed Cllr Trotter, seconded Cllr Poole, Three in favour and two abstained as they were not present at the last meeting.

68/17 MATTERS ARISING FROM THE MEETING – For Information Only

Cllr Ives enquired about the proposal for a mobile bar. The Events Manager stated that work was ongoing and would be brought to a future meeting.

69/17 PUBLIC PARTICIPATION SESSION

No members of the public were in attendance

70/17 REPORT ON ACTIVITY AT THE MILLENNIUM CENTRE

The Events Manager presented her report.

Articles will be published in the Community Magazine & Bramshott Bugle in the autumn. It is also hoped to publicise events using the local radio stations to raise awareness of events.

Councillors considered the autumn “What’s On” and felt it to be an excellent and worthwhile document to publicise forthcoming events. It was felt that the document should also be placed on the Parish Council website. It was also suggested that if the document was in PDF format, it would be possible to click on the content and go straight to the relevant section.

The Italian Market had gone well and would run again. There were lots of leaflets to distribute for the Christmas Carol theatre production. Councillors made some suggestions on where these could be distributed. It was noted that facebook advertising was getting lots of hits but it was important to both like and share the item to cascade to more users.

71/17 DRAFT BUDGET 2018/19

The Chair introduced the latest draft budget. The Executive Officer explained the committee budget was funded by income from lettings, the scouts and guides and a £20,000 contribution from the Council budget funded by the precept. This mean the net cost of the budget was £20,000. The £20,000 subsidy is to help with running costs and assist with the lower income from community users who get a discounted rather than commercial charge. It was confirmed that the electricity was part of the Laser contract arranged through Hampshire County Council and delivering lower cost electricity. The budget was noted.

There will be another opportunity to discuss the draft budget at the next committee meeting.

72/17 BUDGET MONITORING 2017/18

Councillors considered the budget monitoring statement for the period to August 2017. At present there was a projected underspend of £5,900. This was mostly because there was currently a caretaker vacancy and the part year saving is £5,000. It was also noted that the cost of licences has been reduced following an exercise by the Events Manager and would now be £800 less than budget. Income from bar sales was healthy and rent income from hiring the facilities was at a good level from the period of the report. Consideration should be given to the council transferring any underspend to the LMC Earmarked Reserves for future capital expenditure

73/17 INSPECTION OF ELECTRICAL INSTALLATION

It was noted that all the required testing had been undertaken. The question was whether the committee should look to invest in more up to date equipment or require hirers to bring their own lighting and use a certified engineer. It was stated that all equipment brought in and used must be

PAT tested as safe. The Events Manager stated that there were some minor repairs required to some of the fans. A company will be looking at the equipment shortly. It was agreed that no action be taken at present so that more thought can be given as to whether to remove the kit or replace with modern lighting.

74/17 CAPITAL WORKING PARTY

It was agreed that the Capital Working Party members are Cllr Ives, Cllr Kirby, Cllr Trotter and Cllr Poole.

75/17 SIGNAGE FOR THE HERITAGE CENTRE

Councillors considered the signage proposed for the Heritage Centre. This was unanimously approved.

76/17 LIPHOOK VILLAGE MARKET

Councillors considered a request from the Liphook Village Market that their Christmas Market be charged at the Community Rate. This is a one-off request for the Christmas market and other bookings during the year are paid at the standard rate. The Christmas market is more of a community activity with a choir and opportunities for fundraising for local charities. Councillors unanimously agree that the Christmas market can be charged at the community rate.

77/17 REFURBISHMENT OF THE FIRST FLOOR

Cllr Kirby provided an update of the project. Building Regulations had been approved for the work. The next stage was to go to tender. Adrian Bird had agreed to provide the paperwork in the next few weeks. This should allow the tender to be carried-out and the outcome to be reported to the next meeting of the LMC for approval of the winning contractor. The funding for this project is in the current year budget and funded by a transfer from the LMC Earmarked Balances.

78/17 REFURBISHMENT OF THE ADMINISTRATIVE OFFICE

Cllr Kirby stated that there was a potential issue with the support wall for the balcony which might impact of the design of the existing administrative office. The conversion of the bar area into an office for the Events Manager should be a straightforward project with the hatch to the Canada room filled-in.

79/17 OUTSTANDING ACTIONS

It was agreed at the last meeting that a notice on the front door of the LMC should notify clients that they can park in the small car park on the Sainsbury's site. This is still to be implemented. Other items on the list were reviewed, updated and noted.

Meeting closed 8.43 pm

Signed

Date

Chairman