



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL AT THE NEXT MEETING

A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE WAS HELD ON THURSDAY 15th MARCH 2018 AT 7:30 PM IN THE CANADA ROOM, LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.

MINUTES

PRESENT:

Cllr Kirby (Chairman)
Cllr Ives
Cllr Poole

Mrs D Meek - Deputy Executive Officer

The Press were in attendance.

12/18 CHAIRMAN'S ANNOUNCEMENTS

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

13/18 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Trotter and Winfield and were approved.
Proposed Cllr Kirby, seconded Cllr Ives, all in favour.
Mrs Snedden also sent her apologies.

14/18 DECLARATIONS OF INTEREST

No pecuniary interests were declared.

15/18 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 18th January 2018 were approved as a true record.
Proposed Cllr Kirby, seconded Cllr Poole, all in favour.

16/18 MATTERS ARISING FROM THE MEETING – For Information Only

Min. 06/18 Public Participation Session/Theatre Lighting – Cllr Ives enquired whether any further investigation was done when the lighting was set up for the pantomime. The DEO advised that this had been done and the matter is in progress.
Min. 08/18 Hall Ceiling Lights – The DEO reported that the Events Manager has been in contact with some suppliers and that this is ongoing.

17/18 PUBLIC PARTICIPATION SESSION

Public Questions – Not on the Agenda

None.

Public Participation – On the Agenda

None.

18/18 REPORT ON ACTIVITY AT THE MILLENNIUM CENTRE

A report from the Events Manager had been circulated with the agenda and was noted.

19/18 FIRE RISK ASSESSMENT

A Fire Risk Assessment had been conducted and a report was circulated with the Agenda. It was agreed to attend to the following initially, including any associated costs:

- Emergency lighting
- Signage
- Doors and hinges
- Training

Further items for actioning will be considered at subsequent meetings.

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

20/18 GENERAL RISK ASSESSMENTS

It was agreed to accept the draft General Risk Assessments and that Cllrs Kirby, Poole and Trotter, together with the Events Manager and DEO, will review and finalise the Risk Assessments.

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

21/18 KITCHEN HIRE

Cllr Kirby reported that a commercial caterer has been hiring the kitchen on a trial basis at a rate of £10 per hour including VAT.

It was agreed to continue to make the kitchen available for hire to either commercial caterers or as an add-on to other building hirers at a rate of £10 per hour including VAT. This rate will be reassessed with the other hire rates later in the year. It was noted that some remedial work to the kitchen might need to be undertaken if required by the Environmental Health Officer and that the decision to hire the kitchen as well as the rate of hire might then need to be revised.

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

22/18 TERMS AND CONDITIONS OF HIRE

A draft clause regarding the use of Wi-Fi had been circulated and it was agreed to add this clause to the Terms and Conditions of Hire.

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

23/18 PROJECTS

It was agreed that Cllrs Kirby, Ives and Poole, together with Cllr Winfield subject to her agreement, will form a Working Party to consider projects for the coming year which require capital funding, and draft business cases for finalisation at the next meeting. Other Committee Members and staff could provide input into the Working Party.

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

Meeting closed at 8:25 pm

Signed

Date

Chairman