



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 30th MAY 2019 AT 7:30 PM IN THE CANADA ROOM, LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.

MINUTES

PRESENT:

Cllr Winfield (Chair) (from item 08/19)

Cllr Olson (Vice Chair)

Cllr P Curnow-Ford

Cllr Kirby

Mrs G. Snedden - Events Manager

Mr P Stanley - Executive Officer

Mrs D Meek - Deputy Executive Officer

The Press, Cllr D Curnow-Ford and one member of the public and were in attendance.

The meeting was chaired by the Vice Chair until the arrival of the Chair during item 07/19.

01/19 CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

02/19 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Coyte and Hall.

03/19 DECLARATIONS OF INTEREST

No pecuniary interests were declared.

04/19 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 15th November 2018 were approved as a true record. Proposed Cllr Kirby, seconded Cllr Curnow-Ford, all in favour.

05/19 MATTERS ARISING FROM THE MEETING – For Information Only

None.

06/19 PUBLIC PARTICIPATION SESSION

Public Questions – Not on the Agenda

A representative from Liphook in Bloom advised the Committee that a painting had been produced for LIB depicting the various aspects of the work undertaken by them. The artist would like to donate the painting to LIB for public display in the LMC and the representative enquired whether this could be considered by the Committee. The Deputy Executive Officer advised that this could be considered for discussion at a subsequent meeting and requested the LIB representative to contact her in order to provide further details.

Public Participation – On the Agenda

None.

07/19 REPORTS

A report from the Events Manager outlining recent and forthcoming bookings and events had been circulated with the agenda. The Events Manager confirmed that customers were happy with buying tickets for films online. She advised that it would be useful if committee members were able to volunteer at events. There was discussion around the possibility of tracking traffic on the website and establishing how people came to hear about the venue, and about ways to further promote the venue. Members expressed that they were pleased with the initiatives being taken by the Events Manager, and they requested the provision of sales figures at future meetings.

Cllr Winfield arrived during this item.

08/19 NAMING OF ROOMS

Members were in agreement with providing the Village and Societies Rooms with more contemporary names. The Events Manager explained that the Green Room was a name already used by theatre organisations for this room, and the Heather Room was reflective of the heathland in the area. The rooms could be decorated to match the names and appropriate planting could be done outside the rooms.

It was agreed to rename the Village Room the Green Room, and to rename the Societies Room the Heather Room. Proposed Cllr Kirby, seconded Cllr Olson, all in favour.

09/19 RELAXED FILM VIEWINGS

The Events Manager advised that she would like to offer free of charge tickets at relaxed film viewings for carers of those who would be unable to attend a viewing without a carer. This was unanimously agreed. Proposed Cllr Winfield, seconded Cllr Kirby.

10/19 CAPITAL PROJECTS

The Executive Officer advised that the Council has reserves available and should consider what projects it wishes to undertake over the next two to three years. This Committee should therefore consider its priorities for the LMC and this will then be

taken to the Finance and Policy Committee for further consideration, along with proposed projects from the Recreation Committee.

Following discussion, the Committee agreed in principle the following:

- Access control to the building - A new access control system would improve security for the building and staff. Approval for this is to be obtained from F&P Committee as soon as possible. The DEO will circulate to the Committee details of a system previously quoted for.
- CCTV – Following ongoing antisocial behaviour around the building, and in order to increase security, CCTV should be installed. One quotation is to be obtained in order to establish a suggested specification as well as the budget required. This will then be brought back to the next meeting if possible, with a view to taking a request for approval to F&P Committee as soon as possible thereafter.
- Light in the apex of the external porch – This light had never been installed, and it was agreed that this should now be done.
- All other proposed projects – The committee will arrange a time to walk around the building before the next meeting in order to identify which other projects they wish to undertake, including but not limited to:
 - LED lights in the Canada and Green Room
 - Refurbishment of the toilets
 - 1st floor storage conversion
 - Green and Heather Rooms upgrade
 - Wi-Fi improvement

Projects identified will then be considered further at the next meeting. It was recognised that not all matters identified would be a capital project as some items could be funded from the revenue budget.

11/19 EQUIPMENT

It was agreed to explore the need for upgrading sound and visual equipment when members undertake the building walk around.

12/19 CCTV

The need for CCTV had already been agreed under item 10/19.

Meeting closed at 9:00 pm

Signed

Date

Chair