



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 MONDAY 2nd SEPTEMBER 2019 AT 7:30PM IN THE CANADA ROOM, LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.

MINUTES

PRESENT:

Cllr Winfield (Chair)
Cllr Olson (Vice Chair) (from item 33/19)
Cllr Coyte
Cllr Hall
Cllr Kirby
G Snedden - Events Manager
D Meek - Deputy Executive Officer

The Press and Cllr D Curnow-Ford were in attendance.

24/19 CHAIR'S ANNOUNCEMENTS

The Chair welcomed everyone to the meeting. She reminded them to have their phones on silent and explained where the fire exits were.

25/19 APOLOGIES FOR ABSENCE

Apologies were received from Cllr P Curnow-Ford.

26/19 DECLARATIONS OF INTEREST

No pecuniary interests were declared.

27/19 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 1st July 2019 were approved as a true record. Proposed Cllr Winfield, seconded Cllr Kirby, all in favour.

28/19 MATTERS ARISING FROM THE MEETING – For Information Only

None.

29/19 PUBLIC PARTICIPATION SESSION

Public Questions – Not on the Agenda

None.

Public Participation – On the Agenda

None.

30/19 REPORTS

30/19.1 – A report from the Events Manager on activity at the LMC was noted. The Events Manager advised that she is publicising events on a number of different websites but welcomed further suggestions.

30/19.2 – A summary of recent events, including details of income and expenditure, was noted.

31/19 CCTV

Following approval by the Finance and Policy Committee of an amount of up to £7,000 for CCTV, quotations had been obtained from three companies for the supply and installation of a CCTV system. The companies had also provided costs for annual maintenance.

Anonymised quotations were provided to the Committee. It was agreed that the quotation from company B offered the most suitable specification and represented the best value for money. The contract was therefore awarded to Protect CSM Ltd at a cost of £5,690.00 for supply and installation and £250.00 pa for annual maintenance, plus VAT.

Proposed Cllr Hall, seconded Cllr Coyte, all in favour.

32/19 HIRE CHARGES

The Events Manager explained that the LMC sometimes lost customers due to the cost of hiring the venue. She presented a proposal for amending some of the hire charges and for redefining the hire categories to make the venue more affordable to the local community.

The following changes were unanimously agreed, effective from 1st October 2019:

- The weekend rate will be removed and the same rate will be charged seven days a week.
- The main hall will continue to be charged at its current rate but, if a customer wished to book the Canada Room and it was already booked, at the discretion of the Events Manager the customer could be offered the main hall at the same rate as the Canada Room.
- The hire categories will be redefined as follows:

Community:

- an individual residing within the parish; or
- an organisation located within the parish that is run by a voluntary committee, that does not seek to make a profit and has generally charitable aims; or
- a registered charity

This category will replace the current Community category.

General:

- an individual residing outside the parish; or
- a business located within the parish

This category will replace the current Small Business/Individual category.

Commercial:

- a business located outside the parish

This category will replace the current Commercial category.

It was further agreed not to disadvantage existing customers should the redefinition of categories result in them moving to a more expensive category.

During the discussion of this item, Cllr Winfield declared that she is on the Village Hall Management Committee as a Council representative but that this is not a pecuniary interest.

Cllr Olson arrived at this point.

33/19 BUDGET MONITORING

Income and expenditure for April to July 2019 was noted. The committee requested that income and expenditure figures are made available at every meeting, and that the figures for the corresponding period in the previous financial year are also included.

34/19 CAPITAL PROJECTS

Members considered the list of suggested projects that had previously been compiled. It was agreed that the next priority is the refurbishment of the Green, Heather and Canada rooms. An outline of the required specification was agreed (Attachment 1).

Costings will now be obtained for this project and brought back to the committee for further consideration, following which a request for funding will be put to the Finance and Policy Committee before formal quotations are obtained.

35/19 DRAFT BUDGET 2020/21

The first draft budget was considered by the committee. Members were happy with the draft and did not wish to make any changes.

36/19 REQUEST TO DISPLAY CANADIAN SHIELD AND BANNERS

Following agreement at the previous committee meeting not to display a Canadian shield and banners (min. 21/19.1), a letter of appeal had been received from the Heritage Centre.

After consideration the committee agreed that, whilst they appreciate the sentiments expressed by the Heritage Centre, displaying these items at the LMC would not do

them justice and they would get greater respect and veneration at the school. The committee therefore stood by its previous decision.

Meeting closed at 9:10 pm

Signed

Date

Chair