



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 REMOTELY ON MONDAY 6th JULY 2020 AT 7:30 PM.**

MINUTES

PRESENT:

Cllr Winfield (Chair)
Cllr Olson (Vice Chair)
Cllr Coyte
Cllr P Curnow-Ford
Cllr Hall
Cllr Kirby

Mr P Stanley – Executive Officer
Ms D Meek - Deputy Executive Officer
Mr P Jones – Property Manager
Mrs G Snedden - Events Manager

Cllr D Curnow-Ford was in attendance.

22/20 CHAIR'S ANNOUNCEMENTS

A video and audio recording of the meeting was being made for the purpose of the minutes.

23/20 APOLOGIES FOR ABSENCE

None.

24/20 DECLARATIONS OF INTEREST

No pecuniary interests were declared.

25/20 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 2nd March 2020 were approved as a true record.
Proposed Cllr Winfield, seconded Cllr Kirby, all in favour.

26/20 MATTERS ARISING FROM THE MEETING – For Information Only

Min 17/20 - Cllr Kirby noted that the Canada Room audio system still needs to be considered at a future meeting.

Min 21/20 – Cllr Kirby reminded the committee that unneeded furniture is to be disposed of. Cllr Winfield made reference to the photos of the new furniture on the LMC website.

27/20 PUBLIC PARTICIPATION SESSION

Public Questions – Not on the Agenda

None.

Public Participation – On the Agenda

None.

28/20 WORK TO MAIN HALL FLOOR

The main hall floor has deteriorated through wear and tear and is in need of refurbishment to prevent further damage. A quotation for this work was received from Floorteq Limited for the amount of £2,990.00 plus VAT. As the hall would need to be out of use for a week to enable the work to be carried out, it would be sensible to do the work while the LMC is currently closed.

It was agreed that the work to repair and refurbish the floor be undertaken. It was further agreed to request the Finance and Policy Committee to consider and approve the quotation and the funding for this work from Earmarked Reserves.

Proposed Cllr Winfield, seconded Cllr Olson, all in favour.

29/20 MAINTENANCE WORKS

The Property Manager had identified the following maintenance work needed for the LMC:

- Guttering – The gutters are leaking in numerous places, mainly as a result of shrinkage of the gutter lengths. The Property Manager recommended replacing all the guttering.
- Boilers and heating system – The boilers are coming to the end of their expected life. They are not efficient and there is no control over the heating in different areas of the building. The Property Manager recommended a room or zone control system and possibly two condensing boilers for the entire building.

The Executive Officer advised that funding for these maintenance works would need to come from the Council’s Earmarked Reserves as it could not be accommodated within the LMC maintenance budget. However, a portion would be funded by the Scouts and Guides sinking fund.

The committee was in agreement with these works in principle and requested that formal quotations be obtained.

30/20 FINANCIAL IMPACT OF THE LMC CLOSURE

A report by the Executive Officer on the financial impact of the LMC closure was considered. There will potentially be a loss of income of £25,000 to £30,000 with

some offsetting from cost savings. Due to the magnitude of the loss it will need to be met by the Council from General Reserves, although the Committee should consider whether it can be managed within its budget.

The question of rate relief was raised and the Executive Officer advised that it would be extremely unlikely for the parish council as a public body to be eligible for any rate relief.

31/20 REOPENING OF THE LMC

Members discussed whether the LMC should now be reopened following the lifting of government restrictions. They considered a report by the Events Manager and looked at potential room layouts and capacities that would allow compliance with social distancing requirements. They also discussed potential difficulties with cleaning a room between hire groups and coordinating movement around the building should there be more than one room in use at the same time.

The Events Manager advised that a booking request had been received from an existing customer for essential training courses over a period of 8 days during July and August. She confirmed that no other requests had been received from groups that are currently permitted to meet.

It was agreed to open the LMC on a trial basis to this one customer only, with a view to obtaining feedback and assessing the situation further at the committee meeting in September. However, an earlier meeting would be called should the need arise. It was further agreed that hire charges will be based on the room that would have been required for the booking should social distancing not have been needed, based on numbers attending, rather than charging the rate for the actual room used. For example, should the booking need to use the main hall in order to maintain social distancing but would have otherwise used the Canada Room, they will be charged the rate for the Canada Room. Proposed Cllr Olson, seconded Cllr Kirby, all in favour.

The following control measures were agreed:

- The Risk Assessment that had been undertaken by the Events Manager was accepted, including the risks and control measures identified, subject to the inclusion of the need to remove someone to another room away from others should they become symptomatic whilst on the premises.
- The proposed Covid-19 Addendum to Terms and Conditions was agreed.

It was noted that hirers should be made aware of the need to adhere to these control measures.

Meeting closed at 8:55 pm

Signed

Date

Chair