



# 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 AT 7:30 PM ON MONDAY 5<sup>th</sup> JULY 2021 IN THE LIPHOOK MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.

### MINUTES

#### **PRESENT:**

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

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

Cllr Kirby was in attendance.

#### **20/21 CHAIR'S ANNOUNCEMENTS**

The Chair welcomed everyone to the meeting.

#### **21/21 APOLOGIES FOR ABSENCE**

Cllrs Coyte and Jourdan.

#### **22/21 DECLARATIONS OF INTEREST**

No pecuniary interests were declared.

#### **23/21 MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 4<sup>th</sup> May 2021 were approved as a true record.  
Proposed Cllr Winfield, seconded Cllr P Curnow-Ford, all in favour.

#### **24/21 MATTERS ARISING FROM THE MEETING – For Information Only**

None.

## **25/21 PUBLIC PARTICIPATION SESSION**

### Public Questions – Not on the Agenda

None.

### Public Participation – On the Agenda

None.

## **26/21 REPORTS**

A report on activity at the LMC and an analysis of recent events had been circulated with the agenda. The Events Manager informed the committee that she might continue to allow for social distancing with room bookings once Covid restrictions are lifted. There was discussion about the cinema and it was noted that the last two cinema events ran at a loss. The Events Manager advised that she is currently not providing a bar but that people are welcome to bring their own. She might reintroduce an interval in the future to allow more social activity for those attending.

## **27/21 HIRE CHARGES**

- i. The current hire charges were considered and members discussed different ways of structuring the charges such as sliding scales, half or full day rates, or discounts for block or advance bookings. The Events Manager was requested to bring some proposals to the next meeting for consideration, particularly around half and full day rates.
- ii. There are a number of storage spaces that are hired out to regular room hirers to store their equipment. The committee agreed to keep the charges unchanged at £10 per month. It was noted that CAB, the Youth Club and MAD have historically used storage space without charge and this arrangement will remain unchanged.

## **28/21 DAMAGE DEPOSIT**

The Deputy Executive Officer explained that the Terms and Conditions previously allowed for taking a damage deposit but this was removed in 2018. She outlined the practical difficulties of taking and returning a deposit and of ascertaining a suitable amount, and informed the committee that the Council has Hirers Liability insurance. The Events Manager added that she is careful about the types of events that book and that there has been minimal damage by hirers since she has been in post. The committee discussed the matter and agreed not to charge a damage deposit.

## **29/21 REPLACEMENT OF SIGN**

As the current sign is in poor condition, an estimate of £435 had been obtained for a new aluminium panel sign. The committee agreed to replace the sign, funded from the LMC revenue budget. They further discussed and agreed a design layout.

## **30/21 SOUND SYSTEM**

A report from a sound specialist together with a further report from the Deputy Executive Officer had been circulated with the agenda setting out a proposal for, amongst other things, a conference sound system to be used primarily in the Canada Room for council meetings. Cllr P Curnow-Ford recommended an alternative solution consisting of a portable speaker/amplifier unit and two handheld microphones which could be purchased as a package for £219. The DEO expressed concern that two standard microphones would be insufficient to amplify all councillors at a meeting, however members felt that this alternative system would be adequate. Cllr Curnow-

Ford further confirmed that it would be able to connect to the loop system in the Canada Room. It was therefore agreed to purchase this package at a cost of £219 and fund it from the LMC revenue budget. Proposed Cllr Winfield, seconded Cllr Hall, all in favour.

Meeting closed at 8:55 pm

Signed

Date

Chair