



**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 5th SEPTEMBER 2022 IN THE LIPHOOK
MILLENNIUM CENTRE, ONTARIO WAY, LIPHOOK.**

MINUTES

PRESENT:

Cllr Winfield (Chair)
Cllr Olson (Vice Chair) (part)
Cllr Hall
Cllr Kirby

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

One member of public was in attendance.

37/22 CHAIR'S ANNOUNCEMENTS

The meeting was being recorded for the purpose of the minutes.

38/22 APOLOGIES FOR ABSENCE

Cllr Coyte and Cllr P Curnow-Ford.

39/22 DECLARATIONS OF INTEREST

No pecuniary interests were declared.

40/22 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 4th July 2022 were approved as a true record.
Proposed Cllr Winfield, seconded Cllr Kirby, all in favour.

41/22 MATTERS ARISING FROM THE MEETING – For Information Only

None.

42/22 PUBLIC PARTICIPATION SESSION

Meeting adjourned.

Public Questions – Not on the Agenda

None.

Public Participation – On the Agenda

None.

Meeting reconvened.

43/22 REPORTS

A report on activity at the LMC had been circulated with the agenda. Members approved of the new film poster format, and were pleased to note that film attendance was increasing.

44/22 STORAGE AT THE LMC

44/22.1 – It was noted that there are two upstairs areas; the theatre storage area behind the main hall which is accessible by stairs only, and the two unfinished rooms alongside the lift. The theatre storage area is only suitable for storage, but Members felt that the two unfinished rooms have the potential for letting in the future. It would therefore be preferable to use the theatre storage area for storage rather than the other two rooms, although this can be considered on a case-by-case basis as any storage in these rooms can be terminated should the Committee wish to develop these into lettable rooms in the future.

44/22.2 – It was noted that the request from the Heritage Centre to install two document storage units had been withdrawn (ref. Min. 31/22).

44/22.3 – The request from BLACS to hire additional storage space for a number of display boards was considered (ref. Min. 32/22). As BLACS would prefer space with lift access, it was agreed to grant them space in one of the rooms alongside the lift for the storage of the display boards, on the understanding that the boards are removed should the Committee wish to repurpose the room in the future. The room would not be for exclusive use by BLACS, and the storage space is to be used for the display boards only.

Cllr Olson arrived during this item.

45/22 HIRE CHARGES

45/22.1 – An inflationary increase in the hire charges of 5%, rounded to the nearest 5p, was agreed, effective from 1st April 2023. **(Attachment 1)**

45/22.2 – It was agreed to charge BLACS £120 per annum for the storage of the display boards (Min. 44/22.3) for this financial year. This amount would increase in line with any increases to other storage costs. The Committee agreed that this rate does not set a precedent for storage space within a room.

It was further agreed to increase all storage space charges by 5% to £126 per annum with effect from 1st April 2023.

46/22 TERMS AND CONDITIONS OF HIRE

46/22.1 – The Events Manager explained that it would be better to have different Terms and Conditions of Hire for regular hirers and single event/occasional hirers as the requirements for payment terms are very different for these two user groups. The

Committee agreed to this and to the proposed Terms and Conditions, to take effect from October 2022. **(Attachment 2)**

46/22.2 – Terms and Conditions of Storage Space Hire were agreed, to take effect immediately. **(Attachment 3)**

47/22 DRAFT BUDGET 2023/24

The DEO pointed out that the Letting Income figure in the draft budget had been increased from £36,000 to £40,000 but that this was still below the pre-Covid level. The budgets for gas and electricity had been significantly increased and are based on current contract costs, however these costs are likely to increase further when the contracts come to an end. Council will need to decide how to deal with the rising energy costs across all sites and it was therefore not a matter for the committees to consider.

The Committee noted the draft budget and had no comments to make.

48/22 MILLENNIUM HALL SIGN

Proposals for a replacement sign on the front wall of the building were considered and a design agreed upon. The quotation of £312.00 plus VAT from Alpha Graphics was accepted, to come from the Property Maintenance budget.

49/22 SOUND SYSTEM

As Councillors and members of the public often struggle to hear at council and committee meetings, the Committee agreed the following solution to improve the sound at meetings:

- An amplification system which can be used in either the main hall or Canada Room, to include:
 - 13 wireless tabletop-style microphones and stand, i.e. 1 for each meeting attendee;
 - 1 handheld wireless microphone for use by members of the public;
 - the ability to amplify the sound to anyone in the room, i.e. to meeting attendees as well as those sitting elsewhere in the room such as in the public gallery;
 - the ability to connect to the loop system.
- Any necessary remedial work to the loop systems in the main hall and Canada Room.

As this project will need to be funded from Earmarked Reserves, funding approval will be sought from Council and quotations will be obtained and brought back to the Committee.

50/22 NOVEMBER 2022 MEETING DATE

It was agreed to move the next meeting date to Wednesday 16th November 2022.

Meeting closed at 9:03 pm

Signed
Chair

Date