



Jane Sawyer
Parish Clerk/RFO

BRAMSHOTT & LIPHOOK PARISH COUNCIL

Haskell Centre
Midhurst Road
Liphook
Hampshire GU30 7TN
01428 722988
council@bramshottandliphook-pc.gov.uk
www.bramshottandliphook-pc.gov.uk

Councillors, you are hereby summoned to a meeting of the Liphook Millennium Centre Committee to be held at 7.30pm on Monday 11th March 2024 at the Liphook Millenium Centre, Ontario Way, Liphook.

N. Sosin

Deputy Clerk

5th March 2024

Liphook Millennium Centre Management Committee Meeting Monday 11th March 2024, 7.30pm, Liphook Millennium Centre

AGENDA

- 1. Chairman's Announcements**
- 2. Apologies for Absence**
- 3. Declarations of Interest:** *Members are reminded of their responsibility to declare any pecuniary interest which they may have in any item of business on the agenda, no later than when that item is reached. Unless dispensation has been granted, members may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they may have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. They must withdraw from the room when the meeting discusses and votes on the matter.*
- 4. Approval of Minutes:** To approve the minutes of the meeting held on Monday 15th January 2024
- 5. Public Participation Session:**
(a) To allow members of the public to address the committee with respect to items not on the agenda
(b) To allow members of the public to address the Committee about business on the agenda (at Chairman's discretion)
- 6. Report from Events Manager:** To note a report on LMC activity and agree any actions (*Appendix 1*)
- 7. Report from the Administration Assistant:** To note a report regarding maintenance at the LMC and agree any actions (*Appendix 2*).
- 8. LMC Income streams:** To review income streams at the hall with particular regards to films, bar and refreshments provision and agree any actions. (*Appendix 3*)
- 9. LMC Events:** To discuss ideas for future events
- 10. LMC Décor:** To receive a report from the Working Group and agree any actions (*Appendix 4*)
- 11. LMC Kitchen:** To review and consider future hire of the main kitchen (*Appendix 5*)
- 12. Picnic on the Green:** To provide an update on progress (*Appendix 6*)
- 13. Date of next meeting:** The next meeting will be held on Monday 13th May 2024 at 7.30pm

Appendix 1 – Report from Events Manager

Regular Business Clients

Rocksteady Music School have been booking at the LMC since 2018. In 2022 they ran a five day induction training course, then in 2023 they ran four however we are hoping for more this year. The hire of LMC space very much depends on the number of people taking up their course.

Slimming World has been booking the centre since 2018. In 2022 the regularity of these bookings started to increase and they now book regular quarterly meetings in the Main Hall and team meetings /interviews in the Green and Canada Room.

Liphook Travel recently organised a successful event promoting cruise holidays. This was attended by round 50 people.

January – March events

Offshore Cruising have held their AGM here since 2015. From 2023 they now also include overseas members using a Zoom link.

The Mad Company held another very successful pantomime during February half-term which brought in over £3000.

Little City is a children's activity event, this is one of four bookings for the year.

Runnymede Meccano. Since 2021 this club has used the LMC as they needed more space due to COVID restrictions. They found it suited their requirements and now meet here three times a year.

Epic Comedy have made the LMC their Liphook home since 2022 and will host four events here this year .

Meet the Funders was an event run by Dean Mohammed, Community Development Officer for East Hampshire District Council. A very successful event attended by over 150 people from all over the district. This event runs every year from a different location. Agreement was given by the Council for free use of the LMC. Funders such as The Arts Council, The Lottery Fund and Hampshire Country Council attended.

EHDC Draft Local Plan Consultation – This was a drop in event with about 70 attendees.

Lloyds Bank will continue to hire the Green Room every Thursday until May.

Pony Club Quiz – This is a new client that used the whole complex last weekend.

Private functions – we have had 8 private hirers which were all for parties.

Regular Activities -

Monday - Zumba, Yoga, Pilates, Cuppa Club, Children's Yoga, LMC Coffee Morning (monthly)

Tuesday - Forever Young, Age Concern Computer Club, Children's Yoga, Zumba,

Wednesday - Childrens Yoga, Yoga, Childrens Song Group,

Thursday - Lloyds Community Banker, Planet Dance, Latin Dance,

Friday - Soup n Natter, Film night (monthly)

u3a groups use the centre on a regular basis for various clubs which include:
computer, bridge, flower, geology, history & local history, along with their monthly group meetings.

Other local groups who use the LMC include, Liphook in Bloom, Bramshott and Liphook Arts and Crafts Society for their monthly meetings and annual exhibition and Haslemere Camera Club who meet twice a month.

Film nights – Friday 12th January – A haunting in Venice (36 tickets sold)
Friday 26th January – Oppenheimer (39 tickets sold)
Friday 9th February – The Great Escaper (57 tickets sold)

Tickets sold are across afternoon and evening performances

Gross profit for films year to date 2023/24 = £485.00 (average £48 gross profit per month, excluding room hire and staff time)

Cash sales are more profitable as it costs us a percentage to sell through Ticketsource but this is a useful option as many people prefer to buy tickets online.

Soup 'n' Natter – Community Café – Over the last 16 weeks, we have served 192 soups averaging just over 12 each week. This event is currently not profitable if we include room costs and staff time.

Grants 2023/24

I'm All Ears - during the year from April 2023– January 2024 we have had a gradual increase from 2 counsellors to 5 counsellors using the Millennium Centre.

Almost all of the grant which was £3508.00 and equates to 347 hours of bookings, has been used.

Reviews

Website -please take a look at our latest reviews which are all 5 stars <https://liphookmc.co.uk/reviews/>
Google – We have recently updated Google so we have a business profile, the times shown reflect potential hiring availability.

Appendix 2 – Maintenance Report to Liphook Millennium Hall Management Committee March 2024

Guttering: The Millennium Hall caretaker has now completed a fix.

Paving slabs: I noticed that there are a few that have sunk around the back of the scouts/guides (Trip Hazard) and have asked the caretaker to take a look. He advises he can get some sand and make level and has added to his job list.

Dishwasher – this is not drawing up the softener/anti scale liquid. The caretaker has looked at it and advised it needs an engineer.

I've called CDS who we purchased the dishwasher from and discussed the problem. CDS advise this is only a glasswasher not a dishwasher. The reason the rinse aid is not being drawn up is that there is not enough water pressure, and we would need a pump installed.

A call out would cost £98 net and includes one-hour labour.

The pump would cost £75net (labour would be included in the call out time) plus we need a water softener, cost £110 net (again included in the call out) which we would need to add salt to once a week.

CDS did advise that even if all the above was actioned that cleaning would not improve significantly.

I have been advised that a commercial dishwasher starts from £1600 net with a 2-year warranty and we would still need the water softener installed.

With all the above costs the Events Manager and I feel that it is not worth a call out on the current machine and wonder if it might be sensible to consider a large domestic dishwasher instead. (plug in and go). The Events Manager has seen this work successfully in another hall.

Fire Extinguishers. I have called and chased as the service for these will be due in March. WJ Fire will be in touch to book in.

LMC Boilers - we are awaiting confirmation of repair date to the leaking radiator in the Heather Room. We still have an issue with a pump error code showing on the control box in the office which I will deal with. I don't think we should be paying for this as it appears to be the same issue which we previously paid for.

Blue Tac – The caretaker is gradually and successfully removing blue tac from around the building.

Generator : SK Electrics completed their installation of the socket in the plant room for the new generator. Sockets which can be run on generator have been labelled and Jonathan will create a plan showing their location, for use in an emergency. One of the sockets in the Main Hall is not safe and needs replacing. The Caretaker has emailed the Clerk regarding this issue.

Nicky Taylor, 5th March 2024

Appendix 3 – Income Streams

* 2023/24 are up to and including January 2024, i.e. 10 months

Total LMC Income											
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24*
Film Income	3553	3800	6124	3462	3023	3558	3402	0	1670	2387	1702
Bar/Refreshment Income	1308	1707	1591	3724	3335	3444	2349	0	456	705	520
LMC Events Income	932	0	0	0	24	0	395	0	0	679	774
Community Events	0	0	0	0	0	0	0	0	0	0	176
Lettings Income	38669	36106	41955	34397	32640	44065	37500	3634	25293	34160	40273
Total Income	44462	41613	49670	41583	39022	51067	43646	3634	27419	37931	43445

Film Income/Costs Breakdown											
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24*
Film Income	3553	3800	6124	3462	3023	3558	3402	0	1670	2387	1702
Film Expenditure	2075	2440	2948	2869	1877	2319	2014	0	1228	1549	1411
Gross profit	1478	1360	3176	593	1146	1239	1388	0	442	838	291
Profit margin %	41.6	35.8	51.9	17.1	37.9	34.8	40.8	0.0	26.5	35.1	17.1

Bar/Refreshment Income/Costs Breakdown											
	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24*
Bar/Refreshment Income	1308	1707	1591	3724	3335	3444	2349	0	456	705	520
Bar/Refreshment Expenditure	0	0	869	3546	2353	2038	1233	35	304	438	275
Gross profit	1308	1707	722	178	982	1406	1116	-35	152	267	245
Profit margin %	100	100	45.4	4.8	29.4	40.8	47.5	0.0	33.3	37.9	47.1

Bar/refreshment income 2013/14 & 2014/15 : the bar was run by an outside contractor who paid the council a % of his profit

Appendix 4 – LMC Décor update

Report on LMC Decor Plans – 4th March 2024

Storage and Accessibility

Tables and chairs now being stored in the main hall, green room and on occasion in the end kitchen, although this is temporary.

New trolleys are being considered to assist in the day-to-day re- location of tables to ensure adequate health and safety measures for those tasked with setting up rooms.

The tables and chairs are down to a minimum in the foyer and are no longer stored under the stairs.

Ideally another 60 chairs would assist greatly, but this will be open to discussion at the next LMC Meeting before full Council.

Lighting

Old lighting still remains in the upstairs foyer, these need replacing with LED to make it more cost effective. Requirement to check on the Heritage Centre lights.

Notice Boards

A new leaflet dispenser has now been added to the welcome foyer, alongside the notice board.

The notice board is being checked on a weekly basis and a new sign is to be added to ensure any future notices are agreed with The Events Manager prior to being displayed.

The notice boards have all been tidied and updated. The Events Manager is asking all interested parties to print in A5 to reduce paper and space.

Advisory notices on outside of doors have been removed.

LMC Entrance

The plants have all been re- homed and the area has been de- cluttered and tidied.

Main Foyer

The Caretaker is doing an excellent job on removing the old blue tack from the walls, which is a very slow, laborious job. But the benefits are excellent, we can now see the true colour of the bricks. The Events Manager is advising the panto and market stalls on an alternative product to use in the future.

Lost Property

All items not re- homed within one month will be donated to local charity shops. Items will not be left cluttering the LMC.

Balcony

The Heritage Centre banner has now been removed. We plan to suggest new signage for the Heritage Centre to replace the current temporary signs. This will be added to the agenda for discussion on 12th June.

While the green armchairs are very low and not the most modern looking we have decided to leave as a low priority until other works have been agreed and then if budget allowing, consider recovering and repadding.

It was agreed an ideal area for slotted storage in the eaves, perhaps allowing for the doors to be used as a display.

Bins

The old bins have been replaced with modern waste and recycling bins.

Rooms

All the rooms will be offering new water jugs, matching glasses and tea and coffee cups.

Clock and Wall Hangings/Pictures and Paintings

It was suggested we replace the old school looking clock for a large modern design.

The pictures and artwork needs also to be replaced and we are investigating whether Bramshott and Liphook Arts and Craft Society would be interested in using some of their artwork to hang on the walls.

Summary

The working group have visited several other similar buildings such as The Forest Centre in Bordon, Haslewey in Weyhill and Liss Triangle Centre.

It is very hard to compare as other buildings offer other aspects such as a post office, a hairdresser and cafe.

We have invited an Interior Designer to visit the centre to offer some advice on how we can improve and upscale our current building to make it more financially viable. This has been kindly agreed on a fee free basis.

The Events Manager and Caretaker are working well with the working group to ensure an improvement at the Millennium Centre. All efforts are much appreciated.

Report compiled by Cllr Sally Cameron

Appendix 5 – Future Use of the Main Kitchen at LMC

Before we can think about hiring out the main kitchen consideration needs to be given to the following:

Access to the main kitchen

The smell of cooking carrying through to other rooms and users of the hall

Parking

Profitability

Equipment maintenance and servicing

Need to ensure that any kitchen bookings do not adversely affect other users, particularly those using the small kitchen at the same time

Equipment

Falcon Steam Ovens – this has not been serviced for some time, and we have not used it since COVID. It appeared to be in good working order and is a very useful piece of equipment, but due to its complexity. Should only be used by a competent person that understands how it works.

Falcon 6 burner gas oven- This has been serviced once since 2020, organised by the previous Property Manager. Ideally this should be serviced yearly.

Extractor Fans -the filters have been cleaned in the past by Millennium Hall staff. The extractor tunnel potentially needs to be cleaned; this would need a professional cleaning company.

Water heater - Spibel Eltron which independently heats water for the kitchen sink

Electric Insect killer - Currently not working

Large Fridge

Large Freezer

Glass washer

Microwave

Toaster

Kenwood Mixer

Any equipment brought in would need to be PAT tested by the client.

During COVID the Property Manager cleaned all the tiles and painted the brickwork in both kitchens, potentially this will need to be redone.

Other considerations:

Security Deposit - Against damaged kitchen equipment

Charge per hour – The hire rate for the large kitchen was not considered at the last review of rates for rooms at the Millennium Hall.

Gas – If the kitchen is updated we would need to upgrade the gas pipe into the building to a larger bore and have a gas shut off installed to comply with current legislation.

Current charge (as advertised on price list): £9.15 + VAT per hour

Appendix 6 – Picnic on the Green update

An email has been sent to everyone that took part in previous years asking them to express an interest, we currently have at least 20 groups and businesses that have responded.

A 'save the date' poster has been published on social media, a request has been made to Kelway Law Estate Agents to include it on their screen, it has been put on the Millennium Hall screen, and it has also been put on the Parish Council Facebook page. We are looking for volunteers to assist at the event.

We have had 2 working party meetings this year, attended by Cllr Kirby & Cllr Cameron and the next meeting is on the 18th March at 9.30am.

On the day of the event there will be a Hog Roast, Jacket Potatoes, a pop up tea room, burgers & hot dogs, Dylans ice cream van, a petting zoo, and seed cards with the Bramshott and Liphook Parish Council logo,

We have found a compere for the event and they are going to talk to Bohunt School about recruiting some musicians/bands to play.

We would like to encourage all councillors to take part in the day, bring their families and get involved as much as possible.