



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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**A MEETING OF THE LIPHOOK MILLENNIUM CENTRE
MANAGEMENT COMMITTEE TOOK PLACE AT 8.00PM IN THE
HASKELL CENTRE, MIDHURST ROAD, LIPHOOK ON THURSDAY 11
MARCH 2010**

MINUTES

PRESENT WERE: John Tough (Chairman), Phil Jordan, Michael Croucher, Peter Wilson, Jackie Poole (Parish Councillors) Janet Marr, Ron Tanner (Co-opted Members).

01/10 CHAIRMAN'S ANNOUNCEMENTS

Preliminaries. Mobile phones, fire exits, toilets, loop system, and recorder to assist the minutes.

02/10 APOLOGIES FOR ABSENCE

Cllr Amey, Mrs L Garwood, Mrs J Laver, Mrs K Murray, Mr K Stevenson.

03/10 MINUTES OF THE MEETING – 12 NOVEMBER 2009

The Chairman proposed that the minutes be agreed, seconded by Cllr Jordan. A vote was taken (For: 5, Against: 0, Abstentions: 1).

Decision: The minutes were agreed as a true record.

Clerk

04/10 MATTERS ARISING FROM THE MINUTES – 17 SEPTEMBER 2009

63/09 Canadian Plaque. The plaque had not yet been passed to the Millennium Centre. Clerk

63/09 Terms of Reference – 1st Floor Subcommittee It was noted that the Liphook Millennium Centre Storage Working Party had still not met yet and that a meeting should be arranged. Members are Cllr Tough, Cllr Croucher and Mr Ron Tanner.

66/09 Administration and Maintenance

Replace Emergency Door Curtains Cllr James has very kindly offered to reline the emergency door curtains for the cost of the blackout lining material

Pea Gravel near Outside Doors It was noted that the pea gravel had not been removed.

67/09 Main Hall Flooring It was noted that an industrial floor cleaner had be purchased and delivered. Unfortunately it was not being used because the cleaner would not use it, in spite of being involved in the selection of the machine and being trained. Further training is being arranged but has not yet taken place. Ron Tanner said he would discuss this with Donald McCulloch and Caroline Benham to expedite additional training by Mrs McBreharty from the suppliers.

70/09 Projects/Developers' Contributions It was noted that Sainsbury's had not been approached about car park spaces for disabled people. Cllr Croucher recalled that the Sainbury's overflow car park was intended to serve the Millennium Centre as well as the store and there were supposed to be signs to Millennium Centre Car parking from the Square. This was all on the original plans but not on the Section 106 Agreement. Permission should be sought from the Highway Authority to install these signs.

Cllr Croucher proposed that Sainsbury's be approached regarding the disabled parking bays and the Highway Authority for permission to have the signs. Seconded by Ron Tanner. A vote was taken. (For 6; Against 0; Abstentions 0)

Decision That Sainsbury's be approached about designating two disabled parking bays for the Millennium Centre and the Highway Authority for permission to have signs to the Millennium Centre Car Park from the Square. **Clerk/ Deputy Clerk**

05/10 DECLARATION OF INTERESTS

The Chairman read out the declaration.

06/10 PUBLIC PARTICIPATION SESSION

Public Questions (items not on the agenda). None.

Members/Public Participation (Code of Conduct, Paragraph 12 (2)). None.

Public Participation. None.

07/10 REPORTS

Financial Report.

It was noted that the LMC was expected to make an estimated loss of £2,323 during 2009/10. Members discussed how this could be made up in future.

- Review hire charges and Cinema ticket prices.
- Review contribution to Maintenance Fund by a surveyor.

- Investigate maintenance of internal items such as replacing furniture, replacing/refurbishing tiered seating, replacing floors, replacing kitchen equipment, etc and whether a fund should be set up.
- Noting that the Millennium Centre income is affected by allowing various organisations free use of facilities, eg Liphook Youth Club, LiDBA, Carnival Committee. Consider the Parish Council making notional transfers from appropriate cost centres to the Millennium Centre. This would avoid the Millennium Centre making a loss and it also would show the true extent of the Parish Council's support for these organisations.

Transfer to Earmarked Reserves

The Chairman proposed, seconded by Cllr Croucher, that following be confirmed:

- The transfer of £4,256 to the Maintenance Fund.
- No transfer to the Community Chest

A vote was taken. (For 6; Against 0; Abstentions 0)

Decision Agreed

Events/Marketing Sub-Committee.

Nothing to report

Administration and Maintenance.

Nothing to report

Heritage Centre Working Party Minutes – 15 October 2009 – Cllr Croucher

Cllr Croucher reported to the Committee that funding for the Heritage Centre had been identified and almost all agreed or in place.

The Chairman pointed out that an advertisement to invite interest in tendering must be placed as soon as possible. This is now in the critical path and the time taken to do it is causing quite unnecessary delay. Cllr Croucher agreed to expedite this.

08/10 EXPENDITURE

The Chairman proposed that wall clocks be purchased for the Foyer, Main Hall, Canada Room, Village Room and Society Room, seconded by Peter Wilson. A vote was taken (For 6; Against 0; Abstentions 0)

Decision Wall clocks will purchased for the Foyer, Main Hall, Canada Room, Village Room and Society Room.

09/10 TECHNICAL SUPPORT AND MAINTENANCE

Members discussed BCL Technical Ltd providing technical support for the Millenium Centre. Ben Lawrence was not present so it was not possible to discuss fee rates which, therefore, could not be agreed and this was delegated to the Chairman. This was proposed by the Cllr Wilson, seconded by Cllr Jackie Poole. A vote was taken. (For 6; Against 0; Abstention 0)

Decided BCL Technical Ltd should be contracted to provide technical support, maintenance and repair for sound, lighting and theatre systems in the Liphook Millennium Centre subject to agreement on fee rates, delegated to the Chairman.

10/10 LETTER – MR M HUGHES-CHAMBERLAIN

Mr Hughes-Chamberlain had complained that the stage floor was too light in colour for theatrical work and the emergency door curtains let light in from outside. As it is a general purpose hall we do not have the stage area floor painted black and it was felt that Mr Hughes-Chamberlain should have noticed this and made provision for it at an early stage. We are addressing the problem of door curtains allowing light through.

A letter should be written to Mr Hughes-Chamberlain explaining this.

11/10 PROJECTS/DEVELOPERS’ CONTRIBUTIONS

Nothing further was put forward for discussion on this agenda item.

12/10 TALKS BY MR JOHN PILKINGTON

Members discussed the engagement of John Pilkington and it was decided to ask him to present his talk ‘A Stroll through the Axis of Evil’ for his fee of £350 plus travel expenses. This was proposed by the Chairman and seconded by Ron Tanner. A vote was taken. (For 6; Against 0; Abstention 0)

Decision To invite John Pilkington to present his talk ‘A Stroll through the Axis of Evil’ in the Millennium Centyre for his fee of £350 plus travel expenses. A date to be agreed.

13/10 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

The Motion: “This Council resolves to exclude members of the public and the press for Item 13 in order to discuss exempt information under Section 100I and Schedule 12A of the Local Government Act 1972.”

The Chairman proposed the motion which was seconded by Ron Tanner. A vote was taken (For: 6, Against: 0, Abstentions: 0).

Decision: **Agreed.**

ITEMS CLASSIFIED AS EXEMPT

14/10 CATERING CONTRACT

Cllrs Croucher and Jordan reported on a meeting they had had with the Head of the Catering Department at a college.

15/10 EMPLOYMENT MATTERS

Members discussed the recruitment of a new Facilities Supervisor following notification of the intended retirement of Mr D McCulloch.

Motion That an advertisement be placed in the local papers for a Facilities Supervisor as soon as possible and that the Job Description and Contract be reviewed and circulated to the Committee for comments. Proposed by the Chairman and seconded by Ron Tanner. A vote was taken. (For 6; Against 0; Abstention 0)

Decision Agreed

CONCLUSION - This concluded the business of the meeting at 10:30pm.
Confirmed at the meeting held on 13 May 2010
Signed
Chairman