



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 13 JULY 2006

MINUTES

PRESENT WERE: Mr D Murray (Chairman), Dr J Tough, Mr J Walters (Parish Councillors). Mrs F Groves, Mrs T Jordan, Mrs E Kamm, Ms J Marr, Mr N Marr, (Co-opted Members). Mr A Groves (Clerk).

32/06 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Mrs Jordan and Cllr Walters to the Committee.

33/06 APOLOGIES FOR ABSENCE

Cllr F Dawkins, Cllr M Croucher, Mr G Amey.

34/06 MINUTES OF THE MEETING – 18 MAY 2006

Resolution: The minutes were agreed and signed as being a true record.

35/06 MATTERS ARISING FROM THE MINUTES – 18 MAY 2006

25/06 07/06 - Events and Marketing Sub-Committee. The loop system had been tested and a report was being produced.

18/06 - Administration and Maintenance. The pictures were currently being re-framed.

28/06 Events/Marketing Sub-Committee. The Clerk had discussed the provision of coffee with Mrs Williams and the staff. There were three broad options. The first was for Mrs Williams to provide coffee. She felt this was not be cost effective, and

would not be feasible without dedicated areas to serve coffee and refreshments. This would be almost impossible with the current programme of bookings. The second was for the LMH staff to provide coffee on an ad hoc basis. This would be fine if it was “ad hoc” for small numbers on an occasional basis, perhaps in the foyer area. However, there were times during the day when a service could not be guaranteed, because the staff had routine work to do. The third option was to buy a machine. This could be placed underneath the stairs, or in the lobby area. The Clerk reported that following his consultation the general view was that at the current time there was neither the demand nor would it be cost effective, there was no designated area suitable for serving coffee, and the staff had better things to do. On that basis, the Clerk said he would not recommend the provision of coffee at the LMH but it could be reviewed in 6 months time. The provision of a coffee machine was discussed further. Cllr Tough proposed that the events and Marketing Sub-Committee should investigate the coffee machine possibilities. A vote was taken.

The Chairman explained the background to the provision of the new sign, and reported on the estimates he had obtained. He referred to the removal of the old sign structure. The quotes were briefly discussed. The Chairman would report when there was more news. The Clerk reported that the Filmbank contract had been completed.

Decisions: Options for a coffee machine and its feasibility were to be considered by the Events and Marketing Sub-Committee.

JT

29/06 Expenditure. The Clerk reported that the broadband equipment had been purchased and installed, as had the remainder of the equipment less the new phone. The Clerk explained the wireless range, and that a better antenna was to be purchased.

30/06 Hog the Limelight. The Clerk reported that Mervyn Stutter was no longer available under the Hog the Limelight programme and there were no suitable dates available for a private booking. Chris Packham had been provisionally booked privately for Friday 16 February and despite the cost of about £1000, there was likely to be an excess of income for the event based on previous experience. John Pilkington’s agent had been contacted and could only give a talk on 15 December 2006, 12 January, 11 and 18 May 2007. The LMH was available on all the dates. The dates for John Pilkington, a replacement for Mervyn Stutter, and the status of the Chris Packham booking were discussed further. The Chairman proposed a date of 11 May for John Pilkington. A vote was taken.

Decision: John Pilkington was to be booked on Friday 11 May 2007.

Clerk

36/06 DECLARATION OF INTERESTS

The Chairman read out the declaration.

37/06 ADJOURNMENT FOR PUBLIC QUESTIONS

None.

38/06 REPORTS

Financial Report. The Chairman referred to the extract of accounts. The Clerk confirmed that the Miscellaneous Income for July was the interim rent payment from the Scouts and Guides. The Clerk confirmed that the lettings income was consistent with previous years.

Events/Marketing Sub-Committee. Cllr Tough reported that a meeting had been held that afternoon to discuss the showing of films.

Administration and Maintenance. The Clerk reported that a firm had been found to carry out the maintenance of the doors and this would be dealt with. The Chairman raised the problem over the opening device on the main front door of the LMH in that the door remained open if pulled open beyond 90 degrees and compromised security arrangements. The matter was discussed in some detail; the Chairman proposed that the engineer looked at this when he visited the LMH.

The Clerk reported that there was a need to repaint the block work in the corridors and the Village and Society rooms. He sought assistance from any volunteers to carry out the painting over a weekend at a convenient moment. The materials would be provided and could be done in a morning, or quicker. Volunteers for painting and the possible provision of a skirting board were discussed.

The Clerk reported that following discussion with the staff, it was felt that the re-surfacing of the LMH floor was not required this year, and asked if the Committee were happy with this. This was briefly discussed.

The Clerk reported that Mrs Williams had asked if she could put a temporary sign on the signboard when it was not being used, giving the LMH details and contact numbers. The Clerk said he had informed Mrs Williams that a sign was being considered. Cllr Tough referred to the need to receive material for the catering insert for the brochures; The Clerk said he would pursue this.

The Clerk referred to the inclusion of the staging on the Equipment List. This had been considered some time ago, but Mr Merriman had not followed it up. The Clerk said that he understood Mrs Jordan was happy to investigate the cost of staging. Mrs Jordan said that the cost of a similar system to that held at Bohunt was £650 per section. The size of the sections, the number needed, staging requirements, costs, grant funding, and storage were discussed.

The retention of the flag on the Equipment List was raised by Mr Marr. The need for a flag, types of flag, the previous decisions about flags, and costs were discussed at some considerable length.

Votes were taken on matters raised.

Decisions: The Chairman, Cllr Tough, and the Clerk volunteered to do the re-painting of the blockwork in the corridors and the Village/Society Rooms.

Clerk

The LMH floor was not be resurfaced in 2006. Clerk

Mrs Williams could put up a temporary sign on the sign board, providing the wording was approved. Clerk

Mrs Jordan would investigate the staging and the cost of making a flag (art work supplied by Clerk) and would report back to the Committee. TJ

The engineer doing the door maintenance was to look at the door opening mechanism on the main front door. Clerk

39/06 FILM SHOWINGS

The Chairman referred to the notes produced by the Events and Marketing Sub-Committee which had been circulated. A number of issues arising out of the report were discussed. Mr Marr left the meeting and returned during discussion of the item. Votes were taken on a number of proposals that were made.

Decisions: The first film, "Memoirs of a Geisha" would be shown on 22 September. Clerk

Cllr Tough would provide the tickets which would be sold at the LMH and Parish Office. JT

There would be a private trial viewing to the Age Concern Lunch Club to test the sytems. DM

There would be a 20 minute interval at a convenient moment, with refreshments provided by Mrs Williams. Clerk

An Administrative Instruction would be produced and circulated to members. DM Clerk

40/06 MEMBERSHIP OF SUB-COMMITTEES/WORKING PARTIES

Events and Marketing Sub-Committee.

The Chairman sought volunteers for the Sub-Committee. None were received; The Chairman, Cllr Tough, and Mr Marr indicated they would continue as members of the Sub-Committee. A vote was taken.

Decisions: Cllr Murray, Cllr Tough, and Mr Marr were elected as the members of the Events and Marketing Sub-Committee. JT

Heritage Centre Working Party.

The Chairman referred to the Terms of Reference (TOR) for Working Party at Appendix 1 to the agenda, and sought two volunteers for the Sub-Committee. Ms Marr volunteered. No

other names were received. The Chairman raised the reporting process, as set out in the TOR. The making of reports and the background to the decision for the Working Party to come under the Parish Council was discussed. The Clerk reminded members that they had already decided at the last meeting that one of the members of LMCMC on the Working Party would make a report at LMCMC meetings. It was suggested that Mr Amey should be approached about joining the Working Party. A vote was taken.

Decisions: Ms Marr was elected as the member of the LMCMC on the Heritage Centre Working Party. **Clerk**

Cllr Amey was to be asked if he would like to be a member of the Heritage Centre Working Party. **Clerk**

CONCLUSION - This concluded the business of the meeting at 9.40 pm.
Confirmed at the meeting held on 14 September 2006
Signed
Chairman