



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 14 MAY 2009

MINUTES

PRESENT WERE: Mr B Hope (Chairman), Mr G Amey, Dr J Tough (Parish Councillors). Mrs L Garwood, Mrs N Kamm, Mrs J Laver (Co-opted Members). Mr A Groves (Clerk).

25/09 CHAIRMAN'S ANNOUNCEMENTS

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

26/09 APOLOGIES FOR ABSENCE

Cllr Croucher, Cllr Jordan, Cllr Wilson, Mrs Murray, Ms Marr.

27/09 MINUTES OF THE MEETING – 12 MARCH 2009

The Chairman proposed that the minutes were agreed, seconded by Cllr Amey, subject to amending page 4. A vote was taken (For: 6, Against: 0, Abstentions: 0).

Decision: The minutes were agreed and signed as being a true record subject to amending the bottom paragraph on Page 4 to read "Mrs Garwood".

Clerk

28/09 MATTERS ARISING FROM THE MINUTES – 12 MARCH 2009

16/09 Reports-Events/Marketing Sub-Committee. It was hoped that the tea dance would go well. Details had been placed in the U3A newsletter.

17/09 1st Floor Area. No proposal had yet been received for a sub-committee, which needed to be actioned. The Chairman said he would remind the people concerned.

22/09 Contracts. No meeting had been scheduled for the Catering Contract. The Chairman said he would remind those concerned.

29/09 DECLARATION OF INTERESTS

The Chairman read out the declaration.

30/09 PUBLIC PARTICIPATION SESSION

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

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

Public Participation. None.

31/09 REPORTS

Financial Report.

The Chairman reported that the excess of expenditure over income stood at £1,551, with deposits of £2,655. The letting income was less than expected for the time of year, although deposits for future bookings were up. There was £2,082 of excess expenditure over income at the end of the financial year (31 March 2009). It was about half the estimated overspend., which was due to the receipt of double the average monthly letting income in March, which was unexpected. No other points were raised.

Events/Marketing Sub-Committee.

Cllr Tough reported that no meeting had been held, but one would be organised.

Administration and Maintenance.

The Chairman referred to the Equipment List and circulated the Administrative Points provided by the Clerk:

Equipment List. The need for a portable projector was discussed. The hiring of a projector when it was required, and the hiring out of a projector to recover costs was discussed. Members indicated that they were against purchasing a projector at the moment.

Cllr Tough said he felt that a second DVD player should be purchased. This was discussed, particularly the importance of having a standby for the film shows. The Chairman proposed that another DVD player was purchased, which was seconded by Cllr Amey. A vote was taken (For: 6, Against: 0, Abstentions: 0).

Cllr Tough said that he would be making a visit to London with Mrs Murray to look at curtains. The curtain requirements for the LMH were discussed. Cllr Tough raised the purchase of the CCTV equipment; it was noted that the decision to purchase the new CCTV equipment had already been made.

Administrative Points. The following points were raised:

CCTV. Three cameras had been vandalised and repaired. The glass covers were being replaced with polycarbonate covers.

Curtains - LMH Doors. Members noted that the emergency door curtains in the LMH needed re-lining and repair. This had been included in the equipment list. Light seepage was discussed.

Floor - LMH. The floor needed to be re-surfaced. This would cost about £400, and the work was normally done in August. Another option was to have the whole floor stripped and sanded down and then resurfaced. The costs of this would range from between £4,000-£12,000. The Chairman felt that re-surfacing at a cost of £400 was preferable. The frequency of resurfacing, the filling of cracks, and the method of re-surfacing were discussed. The Chairman proposed that re-surfacing should go ahead, seconded by Cllr Tough. A vote was taken (For: 6, Against: 0, Abstentions: 0).

Hire Rates. The Chairman referred to the proposal to change the hire rate for the Village and Society Rooms on weekday evenings from £8 to £9 per hour, so that there was a differential between day and evening weekday bookings. The Chairman proposed that the rate be increased, seconded by Cllr Amey. A vote was taken (For: 6, Against: 0, Abstentions: 0).

Coffee Machine. Members noted that the coffee machine had been removed on Monday 11 May, because it was losing money.

Volunteers. The Chairman said more volunteers were required for duties. The nature of the duties, and assistance from Parish Councillors, Committee members, and members of the public were discussed. Mrs Garwood volunteered to assist, and said she would raise it with U3A members. Mrs Laver offered assistance.

Skip. The Chairman proposed that the Clerk be given authority to hire a skip to dispose of items from the 1st floor. This was discussed. Cllr Tough seconded the proposal. A vote was taken (For: 6, Against: 0, Abstentions: 0).

Electricity Contract. The Chairman proposed that the Committee should accept the N Power offer under the HCC contract. The likelihood of prices rising/falling and the purchasing power of HCC were discussed. Cllr Amey seconded the proposal. A vote was taken (For: 6, Against: 0, Abstentions: 0).

Work around LMC. Members noted that the clearance work would take place on Monday 18 May.

Heritage Centre Working Party Minutes (17 March and 8 May 2009). Cllr Tough reported that Mr Bird was working out the costs of building a corridor along the Scouts and Guides part of the 1st Floor, which was required for the Heritage Centre and as a safe access route. It was noted that Cllr Croucher had been due to present a plan at the meeting.

<u>Decisions:</u>	A DVD player was to be purchased.	JT
	The LMH floor was to be re-surfaced.	Clerk
	The weekday evening hire rates for the Village and Society Rooms were to be increased to £9 per hour.	Clerk
	The Clerk was authorised to hire a skip for the disposal of items from the 1 st Floor of the LMH.	Clerk
	The N Power electricity offer under the HCC contract was to be taken up.	Clerk

32/09 NOMINATIONS LMCMC – 2009/2010

Members considered the nominations for the LMCMC 2009/2010 for submission to the Annual Meeting of the Parish Council on 18 May 2009:

Mrs L Garwood
Mrs K Murray
Ms J Marr
Mrs J Laver
Mr R Tanner
Mr K Stevenson (Scouts & Guides)

The Chairman proposed the nominations should be accepted, seconded by Cllr Tough. A vote was taken (For: 6, Against: 0, Abstentions: 0).

<u>Decision:</u>	The nominations were agreed.	Clerk
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33/09 DEVELOPER'S CONTRIBUTIONS AND PROJECTS & ASSOCIATED CAPITAL FUNDING LISTS

Members discussed the lists at Appendix 2 to the agenda. The use of Developer's Contributions, the need to confirm costs and time-frames, the status of the provision of extra meeting rooms, the information needed from the Heritage Centre Working Party to take the projects forward, the cost details needed to enable a bid to release funds, and the use of the mezzanine floor were all discussed. Cllr Tough said Cllr Croucher would know the costing details. The Chairman said that once the costings were confirmed and received, a bid could be considered.

The requirement for parking at the LMH was raised. The parking provided by Sainsbury's, the need for disabled person's parking, allocating the lay-by at the front of the LMH for disabled person's parking, parking restrictions in the lay-by, and parking for events were discussed. The way ahead was discussed. The Clerk advised that all the Committee projects were to be presented to the Parish Council and the priorities would have to be established. The need to identify other sources of funding, disabled person's parking, the provision of disabled person's parking bays in the Sainsbury's overflow area, referring the matter to the

H, B & T Committee, the drawings that might be available, and committee responsibilities were all discussed.

The Chairman proposed that the projects be presented to the Parish Council for discussion and for priorities to be determined. Mrs Garwood seconded the proposal. A vote was taken (For: 6, Against: 0, Abstentions: 0).

Decision: The projects were to be presented to the Parish Council for discussion and determination of priorities.

Clerk

34/09 VILLAGE FUN DAY

The Clerk declared a personal interest as his wife was a member of the Carnival Committee. He said would remain at the meeting because he was not involved in the voting, and would not enter into any discussion. Mrs Laver declared an interest as a member of the Carnival Committee and said she would not vote on the item. Members considered the request from the Carnival Committee to use the LMH free of charge for the Fun Day on 28 June 2009. The Chairman proposed that the request be approved. Cllr Amey seconded the proposal. A vote was taken (For: 5, Against: 0, Abstentions: 0).

Decision: The Carnival Committee could use the LMH for the Fun Day on 28 June 2009, free of charge.

Clerk

The Chairman thanked Mrs Kamm on behalf of the Committee for all her hard work which was greatly appreciated.

CONCLUSION - This concluded the business of the meeting at 9.00pm.
Confirmed at the meeting held on 16 July 2009
Signed
Chairman