



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE TOOK PLACE AT 8PM IN THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK, ON THURSDAY 15 SEPTEMBER 2005

MINUTES

PRESENT WERE: Dr J Tough (Chairman), Mr F Dawkins, Mr D Murray (Parish Councillors), Mr G Amey, Mrs F Groves, Mrs E Kamm, Ms J Marr, (Co-opted Members). Mr A Groves (Clerk). Mr R Loversidge (U3A), Mrs Holmes, Mrs Nilson (Hanover (Liphook) Residents Association), Mrs D Baldwin, N Smith (Liphook Childminder's).

Cllr Murray said that as he had not attended the last meeting, he would be happy for Cllr Tough to chair the meeting. Members agreed to this.

86/05 CHAIRMAN'S ANNOUNCEMENTS

None.

87/05 APOLOGIES FOR ABSENCE

Cllr Coyte, Cllr Hope, Mr N Marr.

88/05 MINUTES OF THE MEETING – 28 JULY 2005

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

89/05 MATTERS ARISING FROM THE MINUTES – 28 JULY 2005

81/05 St John Ambulance. To be considered at the Parish Council meeting on 26 September.

90/05 DECLARATIONS OF INTEREST

The Chairman read out the declaration.

91/05 COMMUNITY CHEST GRANTS

The Committee considered the following grant applications:

U3A Bridge Club - £250. A vote was taken.

Friends of Chase Children's Centre (Bordon) - £250. The Chairman explained that the group provided an outreach in Liphook. It was confirmed that the items were stored in the Guides Hall, and storage was not a problem. A vote was taken.

Liphook Childminder's - £250. The Chairman reminded members that a list of items had been provided. A vote was taken.

Hanover (Liphook) Residents Association - £250. The Clerk advised members of a list of items totalling about £200 (Canopy, chairs, coach Hire). A vote was taken.

Decisions: The following grants were agreed:

Clerk

U3A Bridge Club	£250
Friends of Chase Children's Centre (Bordon)	£250
Liphook Childminder's	£250
Hanover (Liphook) Residents Association	£250

92/05 ADJOURNMENT FOR PUBLIC QUESTIONS

None.

93/05 REPORTS

Financial Report. The Chairman referred to the extract of accounts. There were no concerns at present. Mrs Kamm said that the extract reported that the Scouts and Guides insurance repayment was outstanding (May 2006). The invoice had not been received until 27 August, and the extract gave the wrong impression. The Clerk advised that he was in receipt of a letter from Mr King that day, that 05/06 was the financial year, and that the invoice was outstanding.

Events/Marketing Sub-Committee Report. The Chairman said that the group had not met, and that a meeting would be arranged. Membership was Cllr Hope, Mr N Marr, Cllr Murray and Mr G Amey. The urgent matter for discussion was the brochures and marketing. The Clerk said that a request had been received from the Bramshott and Liphook Arts and Crafts Society to place an advertisement in their Exhibition Programme as in previous years. The cost would be £20. The Chairman asked if members were in agreement to this. A vote was taken.

Decisions: An advertisement was to be placed in the Bramshott and Liphook Arts and Crafts Society Exhibition Programme, at a cost of £20.

Clerk

Disco Sub-Committee Report. The Chairman referred to the report from the meeting held on 25 August (distributed at the start of the meeting). The following was discussed:

Battle of the Bands. The swapping of the date of the event with the Dance Competition. The delaying of the event until May 2006 as there would only be a six week gap between the proposed events. The level of support and assistance needed to organise and run a successful event. Mr Amey offered to help with the Battle of the Bands. GA

Dance Competition. The need for staging/flooring, and the nature of the event. The proposed date was 11 February 2006. The use of a different team to that being used to plan and organise the Battle of the Bands. Mr Amey offered to talk to local people about the event/prizes, and to report back to the next meeting. GA

Disco. The abandonment of the event due to the problems of running such an event; a vote was taken.

Staging. The hiring or purchase of staging, its use at the LMH, the Bohunt staging, and storage. The removal of staging from the equipment purchase list was proposed. A vote was taken.

- Decisions:**
- The Dance Competition would be held on 11 February 2006. Clerk
 - The Battle of the Bands would be delayed until May half-term. Clerk
 - The staging would be removed from the equipment purchase list. Clerk
 - A disco would not be held. Clerk

Heritage Centre Working Party Report. The Clerk, on behalf of Cllr Coyte, reported that a local builder had visited the Heritage Centre area in order to prepare the costings. Mr Bird would forward the costings when they had been prepared.

Administration & Maintenance Report. The Clerk reported that:

Hoist. Not currently working. It had been inspected, and was to be removed for bench testing and repair by SKE.

TV/Licence. The TV had been placed in the LMH Office. The Clerk thanked St John Ambulance for provision of the TV and another donor for the indoor aerial. A licence had been purchased. The location of the fixed aerial in the LMH was briefly discussed.

Pictures – Canada Room. The frames needed to be replaced. The Clerk sought permission to carry out the necessary work up to a cost of £150. The Chairman proposed that this should be £200 and asked members if they agreed to this. A vote was taken.

Equipment List. The removal of the staging from the list, the responsibility for the LMC Sign, and the flag were discussed. Cllr Murray volunteered to look into the LMC Sign. The need for the phased power outlet was discussed. The Chairman asked if this should be removed from the list. A vote was taken on the removal of the phased power outlet (For: 4, Abstentions: 2).

DM

Decisions: The pictures in the Canada Room were to be re-framed at a cost not exceeding £200.

Clerk

The phased power outlet was to be removed from the equipment purchase list.

Clerk

94/05 COMMITTEE BUDGET

Members discussed the draft Committee Budget for 2006/2007. The following were raised or discussed:

5174 – Community Chest. Reduction to £2000 as shown in the draft, based on current funds and expected use.

5134 – Theatre Costs. The costs in relation to income; the cost was based on the type of event and ticket costs, and the income would be limited if there were only two events. The inclusion of income from Battle of the Bands and The Dance Competition. The London Philharmonic Skiffle Orchestra Event and what might be done if tickets did not sell.

LMC Sign. The budget figure, and the need to identify the cost and put it in the budget.

Decision: The draft budget was agreed subject to amending the Theatre Costs and Income to reflect the Dance Competition and Battle of the Bands.

Clerk

95/05 HIRE RATES AND CHARGES

The Chairman referred to the current rates and charges, and suggested that as they had been updated relatively recently, if members were content, they should remain unchanged. A possible change was to increase the Conference Rate (Main Hall) by £10, and add a charge of £10 under “Other Charges” for the use of the new audio visual equipment when it was purchased. The calculation of the charge and income generation to meet the costs of the project was discussed.

The Chairman said that rather than increase rates it was proposed that events/use should be increased. This would tie in to the work of the Events/Marketing Sub-Committee. The term “Friday 6 pm” was discussed. Cllr Murray proposed that it should be amended to read “after 6pm”. The Chairman asked members if they were happy with what had been proposed. Members agreed. The Chairman mentioned the possible use of facilities by St John Ambulance.

Decisions: The conference rate was to be increased by £10 and “other charge” of £10 was to be made for the new equipment when it was purchased.

Clerk

The amendment “after 6pm” was to be made to the Hire Rates and Charges.

Clerk

96/05 VENDING MACHINE

The Chairman referred to the brochure, and the products available for sale. He said there were two types of machine; one selling bottles the other selling cans. It was felt that a bottle machine was more appropriate as the range of drinks was better.

The Chairman said there was no cost and income could be about £350 per year, and the machine could be located in the cloakroom area. The location of the machine, malfunction, provision of a litter bin, the support from the caterer to the idea, the use and type of machine, and the need to amend the income budget were discussed. The Chairman asked if members were in agreement to the installation of a bottle machine. A vote was taken.

Decision: A bottle vending machine (191 capacity) was to be installed in the cloakroom area at the LMH.

Clerk

97/05 EXCLUSION OF MEMBERS OF THE PUBLIC/PRESS

The Motion: “This Council resolves to exclude members of the public and the press for Items 13-14 in order to discuss confidential matters and those classified as exempt under Section 100I and Schedule 12A of the Local Government Act 1972.”

The Chairman proposed the motion, seconded by Mrs Groves. A vote was taken.

Resolution: Agreed.

ITEMS CLASSIFIED AS EXEMPT

98/05 MATTERS ARISING FROM ITEMS CLASSIFIED AS EXEMPT -28 JULY 2005

None.

99/05 PROJECTOR/SCREEN PROJECT

The Chairman thanked Cllr Hope for producing the draft business case and the Clerk for the research he had undertaken. Members considered the draft business case. The Chairman said he though it was a convincing case, although, should the equipment not be purchased, then business could be lost to other venues with the equipment. He asked members if they were content for the case to go to the Parish Council. Cllr Murray proposed a number of minor amendments to page 2. The marketing of the facilities to the appropriate targets, the Hindhead Tunnel experience, the proposed marketing materials, the marketing focus, and training were discussed.

The Chairman proposed that subject to the amendments, the case be approved and forwarded to the Parish Council. A vote was taken.

Decisions: The business case, subject to amending page 2, was agreed, and to be presented to the Parish Council.

Clerk

CONCLUSION - This concluded the business of the meeting at 9.20 pm.
Confirmed at the meeting held on 17 November 2005
Signed
Chairman