



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 17 JULY 2008

MINUTES

PRESENT WERE: Mr D Murray (Chairman), Dr J Tough, Mr N Everett, Mr P Jordan, Miss N Young (Parish Councillors). Mrs L Garwood, Mrs N Kamm, Ms J Marr, Mr R Tanner (Co-opted Members). Mr A Groves (Clerk). One member of the public was present.

The Chairman welcomed Mr Tanner and Cllr Jordan to the Committee.

37/08 CHAIRMAN'S ANNOUNCEMENTS

Preliminaries. Mobile phones, fire exits, loop system, tape machine.

38/08 APOLOGIES FOR ABSENCE

Cllr Croucher, Mrs J Laver.

39/08 MINUTES OF THE MEETING – 15 MAY 2008

A vote was taken to agree the minutes (For: 9, Against: 0, Abstentions: 0).

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

Clerk

40/08 MATTERS ARISING FROM THE MINUTES – 15 MAY 2008

30/08 17/08 - Reports; Administration and Maintenance. TV had been re-tested.

19/08 - Security for Parties/Wedding Receptions. The Clerk reported that he had discussed and amendment to Condition 5 of the Standard Conditions with the LMH staff. The Clerk read out the suggested amendment, and this was discussed further.

The Chairman proposed that the amendment be approved. A vote was taken. (For: 9, Against: 0, Abstentions: 0)

Decision: The amendment to Condition 5 was agreed.

Clerk

20/08 CRB Checks/Liability for Children at the LMH. Licence restrictions; this was discussed. The Chairman proposed that Cllr Everett should check for any further restrictions. A vote was taken (For: 9, Against: 0, Abstentions: 0)

Decision: Cllr Young would check any other restrictions with the Licensing Authority.

NY

22/08 CCTV Monitoring and Recording. Advice had been taken; the cost was in excess of £18,000. The way ahead was discussed. The Chairman suggested that Cllr Tough should go back to A1 Security to discuss the matter further. A vote was taken (For: 9, Against: 0, Abstentions: 0)

Decision: Cllr Tough would undertake further discussions with A1 Security over a more modest scheme.

JT

41/08 DECLARATION OF INTERESTS

The Chairman read out the declaration.

42/08 PUBLIC PARTICIPATION SESSION

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

Members/Public Participation (Code of Conduct, Paragraph 12 (2)). No members exercised their right to make representations, answer questions, or give evidence.

Public Participation. None.

43/08 REPORTS

Financial Report.

The Chairman referred to the report that had been distributed by the Clerk. The high expenditure on electricity was raised; the Chairman referred to the answer at Minute 33/08 of 15 May 2008. The expected increase in electricity costs and the impact on the budget, whether the expected increase in electricity costs had been considered when setting the hiring rates, and the income expected from catering were all raised and discussed.

Events/Marketing Sub-Committee.

Cllr Tough reported that no meeting had been held.

Administration and Maintenance.

The Chairman reported that the sign was now ready for viewing and the wording could be decided. A visit was planned for Monday 21 July for those who wished to attend. The Chairman said he thought that the purchase of a portable projector should remain on the wish list until other liabilities such as increased electricity charges had been identified. The use of surplus funds for the purchase of items for service provision and repair of equipment was raised and discussed. The need for a spare bulb for the current projector, bulb shelf life, and costs were also raised and discussed. The Chairman proposed that advice should be sought on projector bulbs. A vote was taken (For: 9, Against: 0, Abstentions: 0).

Decisions: Cllr Tough would take advice on the shelf life and costs of projector bulbs.

JT

44/08 SUB-COMMITTEE/REVIEW TEAM

Events & Marketing Sub-Committee. The Chairman asked for volunteers to join the sub-committee. Cllr Miss Young, Mr Tanner, Cllr Tough, and Mrs Garwood volunteered to be members. The Chairman asked that those nominations be agreed. A vote was taken (For: 9, Against: 0, Abstentions: 0).

Contract Review Team. The Chairman explained that the purpose of the team was to review the contract for catering at the LMH. The Chairman asked for volunteers to join the Contract Review Team. The current status of the review and the involvement of Cllr Croucher were raised; it was confirmed that no meetings had been held to date. Cllr Murray, Cllr Miss Young, Mr Tanner, and Cllr Jordan volunteered to be members. A vote was taken (For: 9, Against: 0, Abstentions: 0).

Decisions: Cllr Miss Young, Mr Tanner, Cllr Tough, Mrs Garwood were appointed members of the Events/Marketing Sub-Committee.

**NY,RT
JT,LG**

Cllr Murray, Cllr Miss Young, Mr Tanner, and Cllr Jordan were appointed members of the Contract Review Team.

**DM,NY
RT,PJ**

Mrs Kamm declared an interest in Item 45/08.

45/08 SCOUT & GUIDE HQ - DISABLED TOILET/FIRE ALARMS

Members considered the letters from the Scout & Guide HQ concerning the use of the Disabled Toilet in the LMH and altering the Fire Alarm system.

The Chairman explained the layout of the area near the Disabled Toilet and access to it from the Scouts and Guide (S&G) Halls. He said that S&G members with disabilities needed to use Disabled Toilets because they did not have such facilities in the S&G halls. At a meeting with S&G representatives in the LMC, it had been suggested that a key press should be provided, with access by nominated S&G members who would then use the keys to allow their members to use the Disabled Toilet under supervision. The only issue was the alarm. This would need to be tested before a decision was made.

The use of the Disabled Toilet by the S&G when there was a private hiring of the LMH was raised and discussed. The Clerk asked members to note that there were occasions when there was no duty person in the LMH. The number of people likely to need access, the days when access would be required, and the alarm were briefly discussed. The Chairman asked that the proposal be agreed subject to certain conditions. A vote was taken (For: 8 Against: 0, Abstentions: 1).

The Chairman then outlined the proposal by the S&G to alter the Fire Alarm system in the S&G area because of zoning problems. As the S&G were undertaking work in their accommodation, they were willing to do the work to resolve the problems. The Chairman referred to the diagram of the proposed alterations. The Chairman said that work would be taking place eventually under Phase 2 work and The Heritage Centre, and it would be sensible to have the alteration done. This was discussed. The Clerk asked that members should know the date of the work and the details of the contractor, and ensure that the work was done at no liability to the Parish Council. In addition the area would probably need to be inspected under Building Regulations, and there was a question over Planning Permission for work the S&G had already done on the 1st Floor. The Clerk asked members to note that he had a duty to inform members of such issues. The permitted use for the 1st floor of the LMH, and the current use of the 1st Floor of the S&G area was discussed. The Chairman asked if members were in agreement to allow the S&G to alter the fire alarm system. A vote was taken (For: 8 Against: 0, Abstentions: 1).

Decisions: The S&G would be authorised to use the Disabled Toilet in the LMH subject to the Hire Conditions being amended, alarm test being carried out, and a letter being sent to the S&G setting out the conditions.

DM

The S&G could alter the fire alarm system, subject to a letter being sent to the S&G by Cllr Murray setting out the points that had been raised.

DM

46/08 COFFEE MACHINE

Cllr Everett apologised for not submitting his report earlier. He explained the background to the proposed coffee machine as recommended by Mrs Jeff Rouse of HCC. The proposal was for an “in cup” system, rented on a weekly charge, which included servicing, repair, and a change machine. The “cups” would have to be purchased, and mains water and a power point would need to be provided. Cllr Everett distributed a sheet setting out the details, and said that if members were happy, an official quote could be obtained after a site visit.

The market for coffee at the LMH, the type of coffee to be dispensed, the different type of machines available, the shelf life of the “materials” to be provided, provision and costs of materials, comparison with coffee provided by the machine at Springfields Nursery, and the way ahead was discussed. The Chairman suggested that Cllr Everett should talk to Mr Jeff Rouse and arrange a demonstration, and to obtain quotes for other options. This was discussed. The Chairman then suggested that Cllr Everett would explore options for a higher quality product. A vote was taken (For: 9 Against: 0, Abstentions: 0).

Decisions: Cllr Everett would explore options for a higher quality product, and the LMH staff would be consulted.

NE

47/08 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

The Motion: “This Council resolves to exclude members of the public and the press for Item 12 (if it is required) and 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. A vote was taken (For: 9 Against: 0, Abstentions: 0).

Decision: Agreed.

ITEMS CLASSIFIED AS EXEMPT

48/08 MATTERS ARISING FROM THE MINUTES

None.

49/08 EMPLOYMENT MATTER

Members discussed the employment of the Facilities Supervisor and options for the provision of holiday cover in his absence. A number of suggestions were made. A vote was taken (For: 9 Against: 0, Abstentions: 0).

Decision: The request made by the Facilities Supervisor was agreed. Clerk

Holiday cover for the period 28 July – 5 August 2008 would be provided by Cllrs Tough, Murray, Jordan, Mr Tanner and the Clerk (PJ - 4/5 August only). DM,JT
PJ,RT
Clerk

Members would look for persons who might wish to wish to provide holiday cover. All

The Clerk would speak to the local schools. Clerk

CONCLUSION - This concluded the business of the meeting at 9.50pm.
Confirmed at the meeting held on 18 September 2008
Signed
Chairman