



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 SEPTEMBER 2009

MINUTES

PRESENT WERE: Dr J Tough (Chairman), Mr M Croucher, Mr P Jordan (Parish Councillors). Mrs L Garwood, Mrs J Laver, Mrs K Murray, Mr R Tanner, Mr K Stevenson (Co-opted Members). Mr A Groves (Clerk).

47/09 CHAIRMAN'S ANNOUNCEMENTS

Welcome. Mr K Stevenson was welcomed to his first meeting.

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

48/09 APOLOGIES FOR ABSENCE

Cllr Amey, Cllr Wilson, and Ms J Marr.

49/09 MINUTES OF THE MEETING – 16 JULY 2009

The Chairman proposed that the minutes were agreed, seconded by Cllr Croucher. A vote was taken (For: 6, Against: 0, Abstentions: 1).

Decision: The minutes were agreed as a true record.

Clerk

50/09 MATTERS ARISING FROM THE MINUTES – 16 JULY 2009

37/09 Minutes of the Meeting - 14 May 2009. The Chairman said that the minutes had not been agreed at the last meeting; he asked that the minutes be agreed as a true record. Mrs Laver seconded the proposal. A vote was taken (For: 5, Against: 0, Abstentions: 2).

45/09 Canadian Plaque. A letter had been sent to Lt Col Jack; further news was awaited.

Mrs Murray joined the meeting.

51/09 DECLARATION OF INTERESTS

The Chairman read out the declaration.

52/09 PUBLIC PARTICIPATION SESSION

Public Questions (items not on the agenda). None. There was brief discussion over the letter that had been sent to the Chairman and Vice-Chairman of the Committee by Mr Jordan, concerning a request from Liphook in Bloom (LIB), which was to be discussed under the Administration and Maintenance report.

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

Public Participation. None.

53/09 REPORTS

Financial Report.

The Chairman referred to the extract of accounts. The Chairman noted that the property maintenance was high, mainly due to the Scouts and Guides window repairs. Further letting income had been received, and was due.

Events/Marketing Sub-Committee.

Cllr Tough reported that an informal gathering had been organised and film posters had been delivered.

Administration and Maintenance.

The Chairman referred to the letter from LIB. Cllr Jordan declared an interest and left the meeting. The Chairman read out the letter, which concerned a request to mount LIB certificates above the cabinet in the foyer of the Liphook Millennium Hall (LMH). The Chairman said that the space was not normally free because it was used for paintings. There was discussion over the number of certificates, other areas where the certificates/photographs could be placed, such as the corridors or the Parish Office, the setting of precedents which might lead to all users making similar requests, damage and moving the Best Kept Village shield to the Parish Office. The Chairman proposed that LIB should continue to use their cabinet, that they would not be allowed to place certificates on the wall because the space was not available, and that the Best Kept Village Competition shield should be moved to the Parish Office to make more space. Mrs Laver seconded the proposal. A vote was taken (For: 7, Against: 0, Abstentions: 0). Cllr Jordan re-joined the meeting and he was informed of the decision. The Chairman confirmed the letter would be answered.

The Clerk, at the request of the Chairman, was asked to report on the request that had been received from Mr Johnson of LIB, asking if a New Zealand Flax could be planted in the area behind the LMH. The Clerk said that following the visit earlier in the year his understanding was that LIB had already been told they could re-plant in the area. The Chairman said there was no decision to be made on the matter.

The Equipment List was discussed (Appendix 1 to the agenda). The Chairman reported that he and Mrs Murray had visited Whitelight in Morden, and the rear wall curtains had been discussed. A conclusion was nearer. The tiered seating curtains would be discussed later in the meeting. It was noted that the CCTV equipment had been removed from the list because the decision had already been made to purchase. The Chairman said that he was hoping to visit the supplier next week.

Heritage Centre Working Party Minutes – 25 August 2009. Cllr Croucher referred to the minutes, and invited questions. He said that the minutes were aimed at keeping the LMCMC up to date. The Biffa award was ongoing, and some clarification was needed. Project Management/Planning was important, as had been highlighted. He referred to the paper presented by Mr Bird and read out the decisions that had been made. With the agreement of the Chairman, the Clerk was permitted to comment. He said that he had made no request as read out and minuted at 36/09 - Project Planning and Management. He asked for an explanation and written clarification. There was brief discussion on the matter. The Chairman said that further changes were being made to the draft agreement; the minutes would be approved by the Parish Council.

Decisions: LIB were to continue to use the cabinet in the foyer, could not use the space above it because it was not available, and the Best Kept Village Competition shield would be moved to the Parish Office to make more space.

Clerk

54/09 STANDARD CONDITIONS OF HIRE, CONDITIONS TO RATES/HIRE CHARGES

The Clerk, at the request of the Chairman, explained that the amended documents reflected the discussion and suggestions from the last meeting. The Chairman congratulated the Clerk for turning the various recommendations in the report by Cllr Mrs James into workable conditions. The Chairman invited queries and comments.

The Chairman proposed that the documents be agreed. Mrs Laver seconded the proposal. A vote was taken (For: 8, Against: 0, Abstentions: 0).

Decision: The Standard Conditions of hire and conditions to rate/hire charges were agreed.

Clerk

55/09 TERMS OF REFERENCE – 1st FLOOR SUB-COMMITTEE

Members considered an amended version of the draft terms of reference (TOR) prepared by the Chairman, for a Liphook Millennium Centre Storage Working Party. The Chairman felt that they identified all the points raised by Cllr Jordan but had phrased them as TOR. Cllr Jordan felt that he would have to declare a personal and prejudicial interest and leave the meeting. The Chairman said that it was a matter for Cllr Jordan to determine. There was

discussion over interests by members. Cllr Jordan then went through his proposed TOR (Appendix 3 to the agenda).

There was discussion on the Liphook Millennium Centre Storage Working Party TOR:

Contents. The components of the proposed TOR, points to be included, and policy aspects such as charging. Re-arranging the order of items.

Sub-Committee/Working Party. Whether it was more appropriate for a WP to be formed, and its name.

Membership. The need to set the membership; Cllr Croucher, Cllr Tough and Mr Tanner.

Timeframes. Report to the LMCMC and the presentation of a final report to the LMCMC meeting in January 2010. Reporting on progress.

Meetings. Dates and involvement.

Following discussion the Chairman proposed that the TOR for a Liphook Millennium Centre Storage Working Party be agreed, subject to the proposed amendments that had been raised, and that Cllr Croucher, Cllr Tough and Mr Tanner should be members. Mrs Laver seconded the proposal. A vote was taken (For: 8, Against: 0, Abstentions: 0).

Decisions: The TOR were agreed (See Appendix 1).

Clerk

Cllr Croucher, Cllr Tough, and Mr Tanner were to be members.

MC,JT
RT

56/09 COMMITTEE BUDGET – 2010/2011

Members considered the draft budget. The following were discussed:

Expenditure. Increase since 08/09.

Utilities. Increase in costs; higher rate now being paid.

Low Risk Waste. Toilet bins; dealt with under a contract.

5171 - Maintenance Fund. Level of funding and sufficiency of funds, and who had provided advice (Humbolts).

5122 - Postage/5123 - Stationery. Under budget; staff to be commended. Impact of greater use of e-mail, and variations in budget due to activities such as mailing of marketing material.

The Chairman asked that the draft budget be approved, seconded by Cllr Croucher. A vote was taken (For: 8, Against: 0, Abstentions: 0).

Decision: The draft LMCMC budget was approved.

Clerk

57/09 PROJECTS/DEVELOPERS' CONTRIBUTIONS

Members considered the list of projects and developers' contributions. There was discussion over the restrictions on the use of the £10,000 from Sainsbury's, the meeting rooms shown against the Phase 2 work at the LMC, and the confusion surrounding the Phase 2/Heritage Centre project. Mrs Laver proposed that the words "meeting" and "Heritage Centre" should be removed. Mr Tanner seconded the proposal. The making of the car park a higher priority and its consideration by the LMCMC were briefly discussed. A vote was taken (For: 8, Against: 0, Abstentions: 0).

Decision: The words "meeting" and "Heritage Centre" were to be deleted against the Phase 2 work LMC, Liphook project.

Clerk

58/09 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 Mrs Laver. A vote was taken (For: 8, Against: 0, Abstentions: 0).

Resolution: Agreed.

ITEMS CLASSIFIED AS EXEMPT

59/09 CATERING CONTRACT

Cllr Croucher presented a report and recommendations which were discussed by members. Mrs Laver proposed that the liabilities under an alternative condition to the Licensing Act 2003 were looked into by the Clerk, seconded by Mr Tanner.

Cllr Croucher proposed that the contract be amended, as set out in the recommendations and re-presented to the LMCMC at their next meeting. The Chairman seconded the proposal. A vote was taken on that proposal (For: 8, Against: 0, Abstentions: 0).

Resolution: The contract was to be amended and re-presented to the LMCMC on 12 November 2009.

MC,LG
JT

CONCLUSION - This concluded the business of the meeting at 10.20pm.
Confirmed at the meeting held on 12 November 2009
Signed
Chairman