



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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A MEETING OF THE LIPHOOK MILLENNIUM CENTRE MANAGEMENT COMMITTEE TOOK PLACE AT 8.00 PM IN THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK, ON THURSDAY 18 MAY 2006

MINUTES

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

Members agreed that Cllr Tough should chair the meeting.

22/06 CHAIRMAN'S ANNOUNCEMENTS

None.

23/06 APOLOGIES FOR ABSENCE

Mr B Hope, Mrs F Groves, Mr N Marr.

24/06 MINUTES OF THE MEETING – 16 MARCH 2006

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

25/06 MATTERS ARISING FROM THE MINUTES – 16 MARCH 2006

07/06 Events and Marketing Sub-Committee. The meeting to discuss technical matters had not been held due to the resignation of Cllr Coyte, and the absence of Cllr Murray through illness. The Clerk reported that the loop system was to be professionally tested, and the projector system problem had been repaired. Mrs P Williams had said she was ready to help with the curtains, and Mr Coyte had offered his assistance with technical matters. The siting of the black curtains was briefly discussed.

18/06 Administration and Maintenance. An estimate for the picture framing had been received; the Asst Clerk would action this when she returned from holiday. Mrs D Rapley had attended the Food Hygiene Course, paid for by the Parish Council.

26/06 DECLARATION OF INTERESTS

The Chairman read out the declaration.

27/06 ADJOURNMENT FOR PUBLIC QUESTIONS

None.

28/06 REPORTS

Financial Report. The Chairman referred to the extract of accounts. The Clerk reported that he had carried out the end of year actions as directed at the last meeting.

Events/Marketing Sub-Committee. Cllr Tough reported that a meeting had been held and the serving of coffee at the LMC, brochures, and signs had been discussed. The possibility of providing coffee and the practicalities were discussed. Cllr Murray reported that he had received a quote from Gerald Whittaker for a new sign, in order to gauge an idea of the cost, and described the size and design, and referred to the replacement of the frame. The cost, the need for further estimates, the size, and the design were all discussed further.

Decisions. The Clerk was to investigate the provision of coffee at the LMC, and talk to the staff and Mrs A Williams.

Clerk

Cllr Murray would pursue the provision of the sign.

DM

Disco Sub-Committee Report. The Chairman said that the Sub-Committee had not met, and questioned the need for such a group in the future. The Clerk suggested that the work of the Sub-Committee could be included within the Events and Marketing Sub-Committee. The Chairman thought that was a sensible suggestion, and proposed that this be agreed. A vote was taken.

Decisions: The Disco Sub-Committee was disbanded, and its responsibilities passed to the Events and Marketing Sub-Committee.

Clerk

Heritage Centre Working Party Report. The Clerk reported that the Parish Council had decided at their meeting on 24 April that they would take over the management of the Heritage Centre Working Party from the LMCMC. A copy of the Terms of Reference were distributed. The Chairman said that both he and Cllr Hope had opposed the proposal. The Parish Council decision, membership of the Working Party, and reporting to the LMCMC were discussed.

Decisions: A LMCMC Heritage Working Party representative was to report to LMCMC

Administration & Maintenance Report. The Clerk reported that he was intending to set up the Filmbank contract shortly. The way that films would be decided upon was discussed.

Decisions: The Events and Marketing Sub-Committee were to propose how the films would be selected at the next meeting.

JT

29/06 EXPENDITURE

The Committee considered the proposed expenditure as set out in the agenda. The Clerk, at the request of the Chairman, explained the background. The Clerk reported that the requirements had resulted from a recent staff consultation. Broadband was needed because significantly more external and internal business was being done over the internet, U3A had requested Broadband in the LMC for their computer club, and customers were now beginning to request Broadband access. The flat screen monitor and printer were aimed at making more room in a small office, for Health and Safety issues, and to assist the working practices of the staff. A cordless telephone would allow the staff to answer the phone wherever they were in the building. The fan was needed because the office gets very hot, and it had been requested by the staff. Printing requirements, costs, the need for two telephone handsets, the necessity for a fax, and the need to have the agreement of the LMCMC to purchase a fan were discussed.

Decisions: The following expenditure was agreed:

Clerk

Broadband (£15 per month), with a wireless router (approximately £55).
 Flat Screen Monitor (£130)
 Colour Printer (£120)
 Cordless Telephone, two handsets (£100)
 Desk Fan (£15)

30/06 HOG THE LIMELIGHT – 2006/2007

Members discussed the Programme of events for 2006/2007. After considerable discussion the Chairman proposed that John Pilkington and Mervyn Stutter should be booked, together with Chris Packham for a single event, as decided at the last meeting. A vote was taken.

Decisions: John Pilkington (September), Mervyn Stutter (October-December) were to be booked, together with Chris Packham for a single event in early 2007, starting at 7.00pm if possible, subject to availability of events and the LMH.

Clerk

31/06 NOMINATIONS – MEMBERSHIP OF THE LMCMC 2006/2007

The Chairman proposed that the nominations received were forwarded to the Parish Council.
A vote was taken.

Decision: The following names were to be recommended to the Annual Meeting on 22
May 2006 for co-opted membership of the LMCMC:

Clerk

- Mr G Amey
- Mrs F Groves
- Mrs E Kamm (Scouts & Guides)
- Ms J Marr (Preservation Society)
- Mr N Marr
- Mrs T Jordan

CONCLUSION - This concluded the business of the meeting at 9.05 pm.
Confirmed at the meeting held on 13 July 2006
Signed
Chairman