

Penkrige Parish Council

Haling Dene Centre
Cannock Road
Penkrige
Stafford
ST19 5DT

17th April 2014

To: Members of the Haling Dene Management Committee

Dear Sir/Madam,

I write to invite you to attend a meeting of the Haling Dene Management Committee to be held on **Thursday 24th April 2014 at 7.30 pm** at the Haling Dene Centre.

Yours faithfully

Lynne Hames

Parish Administrator

AGENDA

Part I - Public Session

1. APOLOGIES.
2. DECLARATIONS OF INTEREST.
3. MINUTES
To accept the minutes of the meeting held on 27th February 2014 and to consider any matters arising there from.
4. INCOME/EXPENDITURE
To receive income/expenditure printouts to date.
5. FUNCTION/ROOM BOOKINGS
 - [a] To receive a copy of the above.
 - [b] To receive the show costing for the comedian Shep Woolley booked for Friday 4th April 2014.
6. ANNUAL USER GROUP MEETING
To receive a resume` of the meeting held on the 20th February 2014.
7. WEBSITE
To receive an update from Councillor Chambers.
8. WEDDING FAYRE
To receive an update from Councillor Morris.

9. ROOF IMPROVEMENTS
 - [a] To note the project has been completed.
 - [b] To receive a quotation to supply and fit two double glazed roof lights in the corridor by the Bar at a cost of £1,500

10. ROOM 1 CURTAINS

To consider a quote to have Room 1 flame resistant curtains replaced and fitted at a cost of £3340.48.

11. FUTURE MEETINGS

Date and time of next meeting is Thursday 26th June 2014 at 7.30pm.

12. STANDING ORDER NO 64

Local Government Act 1972 - Exclusion of Press and Public - to resolve that the Press and Public be excluded from the meeting during consideration of the following items of business on the grounds that they are likely to involve the disclosure of exempt information as defined in the appropriate paragraph(s) Section 1[2] Public Bodies/Admission to meetings Act 1960.

Part II - Private Session

Penkrige Parish Council

Minutes of the Haling Dene Management Meeting
held on the 24th April 2014 at 7.30 pm - Haling Dene Centre

Present

Councillor J McPheat (Chairman)
“ S Chambers
“ B Craddock
“ I Ford
“ G Hawkins
“ P Hughes
“ A Minshall
“ C Stonehouse

Also in attendance were Councillors A Geoghegan, P Jones and D Oldfield.

Part I - Public Session

1. APOLOGIES
An apology was received from Councillor S Morris.
2. DECLARATIONS OF INTEREST.
There were no declarations of interest.
3. MINUTES
RESOLVED that the minutes of the meeting held on the 27th February be confirmed and signed as a true record.
4. MATTERS ARISING FROM THE MINUTES
There were no matters arising from the minutes.
5. INCOME AND EXPENDITURE
The printout for the year to date was received and noted.
6. FUNCTION ROOM BOOKINGS
[a] A printout of the Function Room Bookings for 2014/15 was received and noted.
[b] A printout detailing the Shep Woolley show costings was received and noted.
7. ANNUAL USER GROUP MEETING
A resume` of the meeting held on the 20th February 2014 was received. After discussions it was agreed to add a list of attendees on next years resume`.
RESOLVED that next year`s resume` will include a list of attendees.
8. WEBSITE
Councillor Chambers stated there was no update as discussions were taking place with a new provider.

9. WEDDING FAYRE

Mrs Karen Jackson, Wedding Co-ordinator updated the council on the progress so far. She stated fourteen stands has so far been confirmed, five had already paid and three want to pay in cash. The event had been well advertised on Facebook and they intend to undertake a leaflet drop in Wheaton Aston, Brewood and the Asda in Cannock. The goodybags they intend to give away were being made up of donated items so no charge to the Council.

One exhibitor is to decorate the rooms to display them as they would be at a wedding. They require an A4 page of costs for the event. She suggested giving discount to those couples who book a wedding in 2014 and possibly a lesser discount for weddings held in 2015.

A proposal was put forward and seconded that a 10% discount be agreed for weddings that take place during 2014 if booked within two weeks of the Wedding Fayre.

RESOLVED that a 10% discount be agreed for all weddings that take place during 2014 if booked within two weeks of the Wedding Fayre.

10. ROOF IMPROVEMENTS

[a] It was noted that the roof project has been completed. Councillor Stonehouse stated the walls in room 11 did not have cavity wall insulation.

RESOLVED that a cost for cavity wall insulation be obtained.

[b] A quotation to supply and fit two double glazed roof lights in the corridor by the Bar at a cost of £1,500 was considered.

RESOLVED that the quotation be accepted.

11. ROOM 1 CURTAINS

Consideration was given to a quote to have Room 1 flame resistant curtains replaced and fitted at a cost of £3340.48.

RESOLVED that the quotation be accepted. The Chairman and Vice Chairman of the Council, the Chairman and Vice Chairman of the Haling Dene committee and the Parish Administrator chose the colour for the curtains.

12. FUTURE MEETINGS

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Part II - Private Session

The meeting closed at 8.15pm

Chairman: _____

Date: _____