

Penkrige Parish Council

Haling Dene Centre
Cannock Road
Penkrige
Stafford
ST19 5DT

20th February 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 27th February 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 28th November 2013 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 note that the comedian Shep Woolley has been booked for Friday 4th April 2014 and tickets are on sale at £7.
 - [c] To note the pantomime, "Hunchback", has been provisionally booked for 22nd November 2014.
6. WEBSITE
To receive an update from Councillor Chambers.
7. ELECTRICAL WIRING
 - [a] To receive and consider a condition survey and recommendations made on the electrical wiring for the Haling Dene Centre.

- [b] To receive a quotation to have the necessary remedial work highlighted in the report undertaken and suggested additional safety work.
- [c] To receive and consider a quotation to have the staff house electrics checked.

8. ROOF IMPROVEMENTS

To receive a verbal update on the progress of the project.

9. STAFF VACANCIES

To receive a verbal update on the appointment of the two Caretaker/Handyman employees.

10. BUSINESS PLAN REVIEW

To receive and consider the achievements made towards the pre-set Business Plan objectives.

11. TABLES AND CHAIRS

- [a] To consider purchasing 20 Matlock Side Chairs to match existing chairs from the new financial year's project budget at a cost of £39.65 plus VAT each.
- [b] To consider purchasing 8 large tables and 8 small tables to match existing tables from the new financial year's project budget at a cost of £3778.80.

12. FLOORING

To receive and consider a quotation to replace the flooring in the downstairs gentlemen's toilet.

13. ALARM CALL OUTS

To receive and consider a quotation to have an automatic telephone dialler installed at a cost of £185 plus £45 phone socket installer.

14. BAR FRIDGE

To consider either purchasing a new bar fridge at a cost of £239.99 plus VAT or receiving a fridge supplied by Matthew Clark providing we agree to purchase goods from them for 2 years spending at least £12,500 per annum.

15. WEDDING FAYRE

To receive and consider a draft 'Freelance Wedding Fayre' agreement as per the referral from February's Full Council and other Wedding Fayre related items.

16. P.A AND CHAIRMAN'S ACTION

To approve the P.A's emergency action in conjunction with the Chairman of the Council and the Chairman of the Haling Dene to:-

- [a] Repair the dishwasher.
- [b] Obtain a quotation to have the cooker repaired or if not cost effective purchase a new cooker.

17. FUTURE MEETINGS
Date and time of next meeting is Thursday 24th April 2014 at 7.30pm.

18. 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 27th February 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 J Eastwood, P Jones, V Kelly, S Morris and D Oldfield.

Part I - Public Session

1. APOLOGIES

An apology was received from Councillor A Geoghegan.

2. DECLARATIONS OF INTEREST.

There were no declarations of interest.

3. MINUTES

RESOLVED that the minutes of the meeting held on the 28th November 2013 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 2013/14 was received and noted.

[b] It was noted that the comedian Shep Woolley has been booked for Friday 4th April 2014 and tickets are on sale at £7.

[c] It was noted the pantomime, “Hunchback”, has been provisionally booked for 22nd November 2014.

Councillor Stonehouse did state that at last year’s pantomime some parent took glasses into the hall and as the stage is on the same level not all children could see properly.

RESOLVED that the pantomime the ‘Hunchback’ is booked for November and enquiries are made with the Monckton Recreation Centre to borrow their stage extensions. The Bar Manager is reminded to use plastic glasses when drinks are being taken into the hall.

7. WEBSITE
Councillor Chambers updated the committee on the progress of the working groups plans to date.
8. ELECTRICAL WIRING
[a] A condition survey and recommendations made on the electrical wiring for the Haling Dene Centre was received and considered.
[b] A quotation to have the necessary remedial work highlighted in the report undertaken and suggested additional safety work was considered.
RESOLVED that the work is undertaken at a total cost of £1390.
[c] A quotation to have the staff house electrics checked was considered.
RESOLVED that the work is undertaken at the quoted price of £225.
8. ROOF IMPROVEMENTS
Councillor Stonehouse gave a verbal update on the progress stating the roof was progressing well.
9. STAFF VACANCIES
A verbal update on the appointment of the two Caretaker/Handyman employees was received. Mr W Strickland is due to commence on the 17th March and Mr Weller is scheduled to commence as soon as the final reference and medical form have been received.
10. BUSINESS PLAN REVIEW
The achievements made towards the pre-set Business Plan objectives were considered and noted.
RESOLVED that requests to pay by credit or debit cards be monitored.
11. TABLES AND CHAIRS
[a] Consideration was given to purchasing 20 Matlock Side Chairs to match existing chairs from the new financial year's project budget at a cost of £39.65 plus VAT each.
RESOLVED that 20 new chairs are purchased.
[b] Consideration was given to purchasing 8 large tables and 8 small tables to match existing tables from the new financial year's project budget at a cost of £3778.80.
RESOLVED that 8 large tables and 8 small tables to match existing tables be purchased.
12. FLOORING
A quotation to replace the flooring in the downstairs gentlemen's toilet was considered.
RESOLVED that the quotation to replace the flooring at a cost of £375 be accepted.
13. ALARM CALL OUTS
To receive and consider a quotation to have an automatic telephone dialler installed at a cost of £185 plus £45 phone socket installer.
RESOLVED that the quotation be accepted.
14. BAR FRIDGE
Consideration was given to either purchasing a new bar fridge at a cost of £239.99 plus VAT or receiving a fridge supplied by Matthew Clark providing we agree to purchase goods from them for 2 years spending at least £12,500 per annum.
RESOLVED that a bar fridge is purchased at a cost of £239.99 plus VAT.

15. WEDDING FAYRE

The draft 'Freelance Wedding Fayre' agreement as per the referral from February's Full Council and other Wedding Fayre related items were considered Two amendments were made, one that a maximum of 50 hours be set with no more than 15 hours per week be claimed. Councillor Morris is to monitor the work undertaken and agree work completed before the payment is approved by the P.A. The Wedding Co-Ordinator is to obtain her own Public Liability Insurance and supply a copy as required.

Councillor Morris did request that before the event the building is spruced up by the Caretaker/handymen.

RESOLVED that a limit of 50 hours for the Wedding Co-ordinator be set with no more that 15 hours per week being claimed and Councillor Morris is to monitor the work undertaken and agree work completed before the payment is approved by the P.A.

16. P.A AND CHAIRMAN'S ACTION

The emergency agreed work to repair the dishwasher and cooker was approved.

RESOLVED that emergency work to repair the dishwasher and cooker was approved.

17. FUTURE MEETINGS

Date and time of next meeting is Thursday 24th April 2014 at 7.30pm.

18. 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

The meeting closed at 8.50pm

Chairman: _____

Date: _____