

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

19th June 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 26th June 2014 at 7.30 pm** at the Haling Dene Centre.

Yours faithfully

Lynne Hames

Lynne Hames
Parish Administrator

AGENDA

Part I - Public Session

1. APOLOGIES.
2. CHAIRMAN AND VICE CHAIRMAN
Election of Chairman and Vice Chairman of the Haling Dene Committee.
3. DECLARATIONS OF INTEREST.
4. MINUTES
To accept the minutes of the meeting held on 24th April 2014 and to consider any matters arising there from.
5. INCOME/EXPENDITURE
To receive income/expenditure printouts to date.
6. FUNCTION/ROOM BOOKINGS
To receive a copy of the above.
7. WEBSITE
To receive an update from Councillor Chambers.
8. EMERGENCY CHINMEY REPAIRS
To receive a quotation from JLB Restoration to undertake emergency repairs on the front chimney of the Haling Dene at a cost of £5250.

9. WINDOW MOULDINGS
To receive and consider quotations to fit wall mouldings around room 16 and room 24 windows in wood or stone.
10. CAVITY WALL INSULATION
To receive and consider quotations for cavity wall insulation.
11. BUG HOUSE
To consider a request from the Girl Guides to site a bug house in the gardens of the Haling Dene Centre.
12. 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 and to receive an update of the temporary arrangements in place, namely:-
 - [a] To cover out of hours alarm call outs by Mayflower Control Ltd and consider permanent alternatives.
 - [b] Locking up arrangements at the Haling Dene.
 - [c] The employment of a temporary cleaner as and when required.
13. STAFF HOUSE IMPROVEMENTS
To receive quotations for:-
 - [a] The supply and installation of a new bathroom suite and downstairs toilet.
 - [b] The remedial works necessary from the electrical installation survey.
 - [c] The supply and installation of a new gas fire.
 - [d] New carpets in the lounge, hall, staircase and three bedrooms.
 - [e] Decoration throughout the property.
14. FUTURE MEETINGS
Date and time of next meeting is Thursday 25th September 2014 at 7.30pm.
15. 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

16. HALING DENE BAR
To receive and consider the bar takings report.

Penkrige Parish Council

Minutes of the Haling Dene Management Meeting
held on the 26th June 2014 at 7.30 pm - Haling Dene Centre

Present

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

Also in attendance were Councillors J Eastwood, V Kelly, S Morris and D Oldfield.

Part I - Public Session

1. APOLOGIES

An apology was received from Councillor P Jones.

2. CHAIRMAN AND VICE CHAIRMAN

[a] There was one nomination put forward and seconded for Councillor P Hughes to stand as Chairman.

Councillor P Hughes accepted the position of Chairman of the Haling Dene Committee.

[b] There were nominations put forward and seconded for Councillor G Hawkins and Councillor A Minshall to stand for Vice Chairman. A vote was taken, Councillor G Hawkins received 5 votes and Councillor A Minshall received 3 votes. Councillor G Hawkins was elected Vice Chairman.

Councillor G Hawkins accepted the position as Vice Chairman of the Haling Dene Committee.

3. DECLARATIONS OF INTEREST.

There were no declarations of interest.

4. MINUTES

RESOLVED that the minutes of the meeting held on the 24th April 2014 be confirmed and signed as a true record.

5. MATTERS ARISING FROM THE MINUTES

There was a report submitted from Councillor S Morris on the Wedding Fayre detailing costs and feedback.

RESOLVED that the future of the marquee and other options available be explored at the September meeting.

6. INCOME AND EXPENDITURE

The printout for the year to date was received and noted.

7. FUNCTION ROOM BOOKINGS
A printout of the Function Room Bookings for 2014/15 was received and noted. After discussions it was agreed to look into the practicalities of training a member of staff as a Registrar. **RESOLVED** that the cost/practicalities of training a member of staff to act as Registrar at weddings be looked into.
8. WEBSITE
Councillor Chambers reported that there was no update as discussions were currently taking place with the new website provider.
9. EMERGENCY CHINMEY REPAIRS
A quotation from JLB Restoration to undertake emergency specialist repairs on the front chimney of the Haling Dene at a cost of £5250 was received and considered. The Conservation Officer has visited site to agree with the contractor the way in which the repair should be undertaken. **RESOLVED** that the quotation be accepted.
10. WINDOW MOULDINGS
Quotations to fit wall mouldings around room 16 and room 24 windows in wood or stone was received and considered. **RESOLVED** that the quotation to fit the stone wall mouldings was agreed at a cost of £3800.
11. CAVITY WALL INSULATION
Consideration was given to quotations for cavity wall insulation at the rear of the Haling Dene. **RESOLVED** that the quotation from Northwest Insulation for £1400 plus VAT be accepted.
12. BUG HOUSE
A request from the Girl Guides to site a bug house in the gardens of the Haling Dene Centre was received and considered. **RESOLVED** that the Girl Guides could site a bug house but it must be situated out of sight and if it should fall into disuse then the item will have to be removed.
13. P.A AND CHAIRMAN'S ACTION
The P.A's emergency action in conjunction with the Chairman of the Council and the Chairman of the Haling Dene was considered as well as updating councillors on the temporary arrangements that had been put in place for:-
- [a] Covering the out of hours alarm call outs. This is temporarily covered by Mayflower Control Ltd at a cost of £169 per annum plus call out fee. It was discussed and agreed that due to the very limited call outs it was more cost effective to have an outside company undertake the work. **RESOLVED** that the Mayflower should cover the alarm call outs and the contract be signed.
 - [b] Locking up arrangements at the Haling Dene. The Caretaker/Handyman locks up Monday to Friday when he is on afternoons and Monday and Tuesday when he is on the morning shift. The locking up for the remainder of that week is undertaken by the Bar Manager (Wednesday to Saturday) and is paid an additional half hour for each lock up. When the Caretaker/Handyman or the Bar Manager is not working Mayflower Security will be employed to lock up. This arrangement will remain in place until the staffing review has been completed.
 - [c] A temporary cleaner has been appointed to cover in the mornings as and when required until the full staffing review has been completed.

14. STAFF HOUSE IMPROVEMENTS

Quotations were received for:-

- [a] The supply and installation of a new bathroom suite and downstairs toilet.
RESOLVED that the quotation from Phil Shepherd Plumbing and Heating at a cost of £1170 be accepted.
- [b] The remedial works necessary from the electrical installation survey.
RESOLVED that the quotation from Sentry Electrics to undertake the work at a cost of £535 plus VAT be accepted.
- [c] The supply and installation of a new gas fire.
RESOLVED that the quotation from Phil Shepherd Plumbing and Heating at a cost of £540 be accepted.
- [d] New carpets in the lounge, hall, staircase and three bedrooms.
RESOLVED that the quotation from Trinity Carpets at a cost of £1096 plus VAT be accepted and the cost to have vinyl plus ply boarding in the bathroom be agreed once the refurbishment has been completed.
- [e] Decoration throughout the property.
RESOLVED that The General Handyman quotation of £980 be accepted.

15. FUTURE MEETINGS

Date and time of next meeting is Thursday 25th September 2014 at 7.30pm.

16. 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 9.00pm

Chairman: _____

Date: _____