

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

19th September 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 25th September 2014 at 7.30 pm** at the Haling Dene Centre.

Yours faithfully

Lesley Griffiths
Deputy Parish Administrator

AGENDA

Part I - Public Session

1. APOLOGIES.
2. DECLARATIONS OF INTEREST.
3. MINUTES
To approve the minutes of the meeting of 26th June 2014 and to consider matters arising therefrom.
4. INCOME/EXPENDITURE
To receive the income/expenditure printouts to date.
5. STAFF HOUSE IMPROVEMENTS
 - [a] To note that the improvements to the Staff House, agreed at the June meeting, have now been undertaken.
 - [b] To receive and consider a quotation from the General Handyman to relocate the Play House from the current position [adjacent to the Compound] to within the additional space created at the side of the Shed.
 - [c] To receive and consider a quotation from the General Handyman to have fencing installed at the side of the Staff House to create additional storage space.
6. HALING DENE CENTRE
 - [a] To receive and consider quotations to have the telephone system at the Haling Dene upgraded.
 - [b] To consider having the holly hedge at the front of the Haling Dene cut to 'hedge height' so the Centre is visible from the roadside.
 - [c] To consider if the Committee wish to take part in a 'Ladies Night' to be held at Dobbies Garden Centre on 27th November to promote the Centre as a Wedding/Function venue.
7. PROJECTOR
To receive and consider quotations for the purchase of a new projector for hire to the Centre's Users.

8. PA's ACTION

- [a] To approve the PA's Action, in conjunction with the Chair of Council and Chair of Haling Dene for the supply and installation of two new fence panels at the side of the Staff House at a price of £115.00
- [b] To approve the PA's Action, in conjunction with the Chair of Council and Chair of Haling Dene for Mayflower to lock the Haling Dene Centre every second week – Wednesday to Saturday.
- [c] To approve the PA's Action, in conjunction with the Chair of Council and Chair of Haling Dene for the painting of Room 1 by the General Handyman at a cost of £1,085.

9. FUNCTION/ROOM BOOKINGS

To receive the Function Room bookings for the year to date.

10. ROOM HIRE CHARGES FOR 2015-2016

To consider if the above should be increased for the forthcoming financial year and if so, by what percentage: -

- [a] Ad-hoc Users, Regular Users and Function Rates
- [b] Exclusive Users

11. HALING DENE CENTRE PARKING

To receive an email dated 15th August from a resident with regard to the above,

12. DATE AND TIME OF NEXT MEETING

Thursday 27th November 2014 at 7.30 pm.

13. 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

14. HALING DENE BAR

To receive and consider the bar takings report to date.

Penkrige Parish Council

Minutes of the Haling Dene Management Committee Meeting
held on 25th September 2014 at 7.30 pm at the Haling Dene Centre

Present

Councillor Mrs Petula M C Hughes [Chair]
" Mrs Anne J Geoghegan
" Gordon Hawkins
" Anthony Minshall
" Calvert Stonehouse

Also in Attendance were Cllrs Peter M Jones, Victor Kelly, Mrs Sandie Morris, David Oldfield and Mrs Vivienne Smith.

Public Session

19. APOLOGIES
Apologies were received from Cllrs Sandra Chambers, Bevan Craddock and Mrs Isabel Ford.
20. DECLARATIONS OF INTEREST.
There were no declarations of interest.
21. MINUTES
Resolved that the minutes of the meeting held on the 26th June 2014 be confirmed and signed as a true record.
22. MATTERS ARISING FROM THE MINUTES
There were no Matters Arising from the Minutes.
23. INCOME AND EXPENDITURE
The printout for the year to date was received and noted.
24. STAFF HOUSE IMPROVEMENTS
[a] It was noted that the improvements to the Staff House, agreed at the June meeting, had now been undertaken.
The Chairman advised that there were some minor issues and these would be undertaken by the Council's Handyman.
The DPA said that the heating would be switched on for a couple of hours per day from October.
Resolved that:
[i] Council agreed to meet at the Staff House and draw up a Snagging List of outstanding work.
[ii] The Committee asked that this item be placed on November Full Council Agenda for a decision to be made on renting the house.
[b] A quotation was received and considered from the General Handyman to relocate the Play House from the current position [adjacent to the Compound] to within the additional space created at the side of the Shed at a cost of £265.00.
Resolved that the quotation be accepted.
[c] A quotation was received and considered from the General Handyman to supply and erect fencing at the side of the Staff House to create additional storage space at a cost of £435.00.
Resolved that the quotation be accepted.

25. HALING DENE CENTRE

[a] Quotations were received and considered to have the telephone system at the Haling Dene upgraded.

Resolved that:

[i] An expenditure be included when considering the 2015/16 Budgets.

[ii] Quotations be obtained for consideration early in the 2015/16 Financial Year.

[b] Consideration was given to having the holly hedge at the front of the Haling Dene cut to 'hedge height' so the Centre is visible from the roadside.

The DPA advised that the hedge could be cut without SSC permission but if branches of trees had to be cut permission should be obtained.

Resolved that quotations be obtained to have the hedge cut to 5ft and these be included on the November Agenda.

[c] Consideration was given to if the Committee wished to take part in a 'Ladies Night' to be held at Dobbies Garden Centre on 27th November to promote the Centre as a Wedding/Function venue.

Resolved that Cllrs Sandie Morris and Vivienne Smith attend on the Council's behalf.

Cllr Jones left the meeting at 8.00 pm

26. PROJECTOR

Quotations were received and considered for the purchase of a new projector for hire to the Centre's Users.

Resolved that additional quotations and information be obtained for the November meeting.

27. PA's ACTION

[a] Approval was given to the PA's Action, in conjunction with the Chair of Council and Chair of Haling Dene for the supply and installation of two new fence panels at the side of the Staff House by the General Handyman at a cost of £115.00.

[b] Approval was given to the PA's Action, in conjunction with the Chair of Council and Chair of Haling Dene for Mayflower to lock the Haling Dene Centre every second week – Wednesday to Saturday.

[c] Approval was given to the PA's Action, in conjunction with the Chair of Council and Chair of Haling Dene for the painting of Room 1 by the General Handyman at a cost of £1,085.

28. FUNCTION/ROOM BOOKINGS

The Function Room bookings for the year to date were received.

Councillors agreed to place a quarterly advert in the Penkrudge Advertiser, free of charge, which consisted of 450 words and a picture/photo.

The Chairman asked the Committee if they wished to consider the arrangements of a Wedding Fayre for 2015. Cllr Morris said she would be prepared to help but thought this should be handed over to the Staff to arrange etc.

It was agreed that the Council hold a Wedding Fayre in early March 2015 and previous exhibitors be offered stalls at the same rate as this year.

Cllrs Sandie Morris and Tony Minshall would meet with the DPA and put together information with package offers etc for consideration at the November meeting.

Resolved that:

[i] To place a quarterly advert in the Penkrudge Advertiser, free of charge, which consisted of 450 words and a picture/photo.

[ii] The Council hold a Wedding Fayre in early March 2015 and previous exhibitors be offered stalls at the same rate as this year.

[iii] Cllrs Sandie Morris and Tony Minshall would meet with the DPA and put together information with package offers etc for consideration at the November meeting.

29. ROOM HIRE CHARGES FOR 2015-2016

Consideration was given to the above and whether there should be any increases for the forthcoming financial year and if so, by what percentage: -

- [a] Ad-hoc Users, Regular Users and Function Rates
- [b] Exclusive Users

Resolved that:

- [i] The DPA obtain comparison room hire costs for neighbouring Community Centres and this item be included on the November agenda for further consideration.
- [ii] Cllrs Hawkins and Minshall review the usage and income of each room in the Haling Dene Centre for a 12 month period and their report of the findings be placed on the November agenda.

30. HALING DENE CENTRE PARKING

An email was received dated 15th August from a resident with regard to the above.

Resolved that:

- [i] A letter be send to the resident advising that they are unable to use the Haling Dene Centre car park.
- [ii] A new sign be purchased for the Car Park stating it is a Private Car Park for Haling Dene Centre Users only.

31. DATE AND TIME OF NEXT MEETING

Thursday 27th November 2014 at 7.30pm.

32. 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.

Private Session

^The meeting closed at 8.50 pm

Chairman: _____

Date: _____