

# Penkridge Parish Council

Haling Dene Centre  
Cannock Road  
Penkridge  
Stafford  
ST19 5DT

17<sup>th</sup> April 2015

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 23<sup>rd</sup> April 2015 at 7.30 pm** at the Haling Dene Centre.

Yours faithfully

Lesley Griffiths  
Parish Administrator

## AGENDA

Part I - Public Session

1. APOLOGIES
2. DECLARATIONS OF INTEREST
3. MINUTES  
To approve the minutes of the meeting of 26<sup>th</sup> February 2015 and to consider matters arising therefrom.
4. INCOME/EXPENDITURE  
To receive the income/expenditure printouts to February 2015.
5. STAFF HOUSE  
To receive the PA's update on the above.
6. HALING DENE CENTRE MAINTENANCE PROGRAMME  
To note that the PA and Caretaker will draw up the above and this will be placed on the June Agenda for consideration.
7. FUNCTION/ROOM BOOKINGS  
To receive a copy of the above.
8. HALING DENE TELEPHONE SYSTEM UPGRADE  
To receive and consider a quotation from BT to upgrade the Centre's telephone system [details attached].
9. HALING DENE CENTRE KITCHEN REFURBISHMENT  
To receive and consider quotations:
  - [a] To supply and install a Lincat Boiling Table and Oven [details attached]
  - [b] Interlewin Fridge [details attached]
  - [c] Interlewin Freezer [details attached]
  - [d] To consider if the Committee wish to replace the sinks, taps, doors and worktops and have the walls re-tiled.

10. NOTICEBOARDS  
To consider suggested designs to replace the Haling Dene entry Noticeboard [attached]
11. BISHOPS WALK  
To consider if the Committee wish to have the plans for the above update and displayed within the Grounds.
12. HALING DENE WORKING GROUP  
[a] To approve two provisional bookings for Thai food demonstrations in May and September  
[b] To receive and consider holding Antiques Fayres at the Haling Dene Centre [details attached]
13. FUTURE EVENTS  
To consider any suggested future events the Committee wish to consider promoting the Haling Dene Centre.
14. DATE AND TIME OF NEXT MEETING  
Thursday 23<sup>rd</sup> April 2015 at 7.30 pm.
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.

# Penkrige Parish Council

Minutes of the Haling Dene Management Committee Meeting  
Held on 23<sup>rd</sup> April 2015 at 7.30 pm at the Haling Dene Centre

## Present

Councillor Mrs Petula M C Hughes [Chairman]  
“ Bevan Craddock  
“ Mrs Isabel G A Ford  
“ Mrs Anne J Geoghegan  
“ Gordon Hawkins  
“ Anthony Minshall  
“ Calvert Stonehouse

Also in Attendance were Cllrs Victor Kelly, David Oldfield and Mrs Vivienne Smith.

## **Part I - Public Session**

### 66. APOLOGIES

Apologies were received from Cllrs John Eastwood and Peter Jones.

### 67. DECLARATIONS OF INTEREST

Cllr Hawkins declared an interest in Item 12b – Haling Dene Working Group – Antique Fayre and Cllr Minshall declared a pecuniary interest in Item 13 – Future Events.

### 68. MINUTES

**Resolved** that the minutes of the meeting held on the 26<sup>th</sup> February 2015 be confirmed and signed as a true record.

### 69. MATTERS ARISING FROM THE MINUTES

There were no Matters Arising from the Minutes.

### 70. INCOME AND EXPENDITURE

The printout upto February 2015 was received and noted.

### 71. STAFF HOUSE

The Chairman advised the Committee that a tenant was to move into the Staff House at the beginning of May for an initial 6 month period.

### 72. HALING DENE CENTRE MAINTENANCE PROGRAMME

It was noted that the PA and Caretaker would draw up the above and this would be placed on the June Agenda for consideration.

### 73. FUNCTION/ROOM BOOKINGS

A copy of the above was received.

### 74. HALING DENE TELEPHONE SYSTEM UPGRADE

A quotation was received and considered from BT to upgrade the Centre's telephone system. The Committee asked for clarification on the additional new lines and cost.

**Resolved** that the above information be obtained and this be placed on the June Agenda for further consideration.

75. HALING DENE CENTRE KITCHEN REFURBISHMENT

Quotations were received and considered for the below:

- [a] To supply and install a Lincat Boiling Table and Oven
- [b] Interlewin Fridge
- [c] Interlewin Freezer
- [d] Consider was not given to if the Committee wished to replace the sinks, taps, doors and worktops and have the walls re-tiled.

The Committee felt the design and need of the kitchen should firstly be considered before they approved any quotations for equipment. Also if there were any grants available for the upgrade of the Kitchen.

**Resolved** that this item be placed on the June Agenda for further consideration.

76. NOTICEBOARDS

Consideration was given to suggested designs to replace the Haling Dene entry Noticeboard.

**Resolved** that different designs and prices be obtained and this item be placed on the June Agenda for further consideration.

77. BISHOPS WALK

Consideration was given to if the Committee wished to have the plans for the above updated and displayed within the Grounds.

The Committee thought a landscape designer could draw the new plans for the above which would incorporate a path from the Bishops Walk upto the building. A suggestion was put forward that Up The Garden Path be asked to give a quotation to undertake the above.

**Resolved** that Up The Garden Path be asked to give a quotation to undertake the above and this be placed on the June Agenda for further consideration.

78. HALING DENE WORKING GROUP

- [a] Consideration was given to two provisional bookings for Thai food demonstrations in May and September.

The Chairman advised that the sale of the tickets would cover the room hire cost and the cost of the demonstration. She said that the room hire would not be paid until after the event when they had collected all the money from the ticket sales.

The PA asked to whom the booking form should be addressed and also a copy of the demonstrators PLI be sent to the office before the event.

**Resolved** that:

- [i] The two events be approved and the room hire be paid after each event.
- [ii] The booking form be addressed to the Chair of the HDC Committee
- [iii] A copy of the demonstrators PLI be sent to the office before the event,

- [b] Consideration was given to holding Antiques Fayres at the Haling Dene Centre. The Committee discussed the costing for room hire and staff costs supplied by the PA and also the payment the organiser of the Antique Fayre wished to make towards these costs. The PA advised that she had spoken to the Legal Exec at SSC with regard to the shortfall in room hire and staff costs compared to that proposed by the organiser. She advised Council that it was not good practice to subsidise a business with Parishioners money and, when audited, the Council maybe asked to explain how they arrived at their decision.

Cllr Minshall left the meeting at 8.55 pm

It was agreed that the organiser be offered Rooms 1 and 16 to hold the Antiques Fayres on the second Sunday of each month for a five month period commencing Sunday 12<sup>th</sup> July. The cost for each event would then be similar to what he proposed to pay.

The PA asked that the organiser speak to her with regard to the booking his PLI.

78. HALING DENE WORKING GROUP [Cont'd]

**Resolved** that:

- [i] The organiser of the Antiques Fayre be offered Rooms 1 and 16 to hold the Fayres on the second Sunday of each month for a five month period commencing Sunday 12<sup>th</sup> July at a cost of £220 per event.
- [ii] The organiser to contact the PA to complete the booking form and supply a copy of his Public Liability Insurance before the first event is held.

79. FUTURE EVENTS

Consideration was given to suggested future events the Committee wished to consider to promote the Haling Dene Centre.

The Working Group advised that they had arranged a Mystic Kaz evening and also proposed to have a Cheese and Wine event.

The PA said she did not think they would be able to have a Cheese and Wine event due to their Licensing Law. It was suggested that this be checked with SSC Licensing Dept

**Resolved** that the PA to find out if there would be a conflict with the Licensing Law if the Committee held a Cheese and Wine tasting evening.

80. DATE AND TIME OF NEXT MEETING

Thursday 25<sup>th</sup> June 2015 at 7.30 pm.

81. 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.

The meeting closed at 9.40 pm

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_