

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

19th June 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 25th June 2015 at 7.30 pm** at the Haling Dene Centre.

Yours faithfully

Lesley Griffiths
Parish Administrator

AGENDA

Part I - Public Session

1. APOLOGIES
2. CHAIRMAN AND VICE CHAIRMAN
 - [a] To elect the Chairman of the Haling Dene Management Committee
 - [b] To elect the Vice Chairman of the Haling Dene Management Committee.
2. DECLARATIONS OF INTEREST
3. MINUTES

To approve the minutes of the meeting of 23rd April 2015 and to consider matters arising therefrom.
4. INCOME/EXPENDITURE
 - [a] To receive the income/expenditure printouts for the year to date.
 - [b] To receive the Bar Takings to date.
5. FUNCTION/ROOM BOOKINGS

To receive a copy of the above.
6. NOTICEBOARDS

To receive and consider quotations for the above [to follow].
7. BISHOPS WALK

To receive and consider quotations to have the plans for the above updated and displayed within the Grounds [to follow].
8. FUTURE EVENTS
 - [a] To receive and consider suggested future events:

12 th September	Proms in the Park Tutbury Band at a cost of £250
	Hog Roast – No Charge donation from takings to Chair's Charity
Fri 9 th or 16 th Oct	The Shine at a cost of £350 [tickets sales to cover cost]
Or Sat 17 th Oct	

8. FUTURE EVENTS [Cont'd]

Fri 6 th Nov or Sat 14 th Nov	Retro Night 60s/70s/80s Tim Rowlands from Round Table to do the music at a cost of £100 [tickets sales to cover cost]
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Antiques Fayre Details to be confirmed after organiser visit the Haling Dene next week

[b] To receive and consider Procedures for future room hire/bookings by Committees/Councillors.

9. MAYFLOWER SECURITY

To receive and consider a quotation from the above:

Keyholder – 2 Sets for 12 months	£169.50
Alarm Call Out [Per Visit]	£39.50
Secure Premises [Per night]	£14.50

10. DATE AND TIME OF NEXT MEETING

Thursday 24th September 2015 at 7.30 pm.

11. 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 25th June 2015 at 7.30 pm at the Haling Dene Centre

Present

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

Also in Attendance were Cllrs John Eastwood, Victor Kelly and Mrs Vivienne Smith.

Part I - Public Session

84. APOLOGIES

Apologies were received from Cllrs Mrs Ford and Oldfield.

85. CHAIRMAN AND VICE CHAIRMAN

[a] There was one nomination put forward and seconded for Cllr Mrs Hughes to stand as Chairman. Cllr Mrs Hughes accepted the position of Chairman to the Haling Dene Management Committee.

[b] There was one nomination put forward and seconded for Cllr Hawkins to stand as Vice Chairman. Cllr Hawkins accepted the position of Vice Chairman to the Haling Dene Management Committee.

86. DECLARATIONS OF INTEREST

Cllrs Mrs Geoghegan and Hawkins declared an interest in Item 8 – Future Events.

87. MINUTES

Resolved

That the minutes of the meeting of 23rd April 2015 be approved as a true and correct record and signed by the Chairman.

88. MATTERS ARISING

Councillors asked that a planned maintenance survey be undertaken on the Haling Dene Building and quotations be obtained for the Survey.

The PA advised that the new telephone system would be installed on 7th July. Councillors asked if she could confirm what security measures could be put in place for the Wi-Fi.

The PA informed Councillors that the Fridge and Freezer should be delivered shortly but the installers for the oven had advised that the electricity would be required to be upgraded from 3w to 16w for the new oven. They would look at alternative options/costs for the oven and put these forward.

The Chairman asked if the Haling Dene section of the Council's Business Plan could be included on the next Haling Dene Agenda.

Resolved that:

[i] A planned maintenance survey be undertaken on the Haling Dene Building and quotations be obtained for the Survey.

[ii] The Haling Dene section of the Council's Business Plan could be included on the next Haling Dene Agenda

89. INCOME/EXPENDITURE

[a] The printouts for the year to date were received and noted.

[b] The Bar Takings for the year to date were received and noted.

90. FUNCTION/ROOM BOOKINGS

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

91. NOTICEBOARDS

The PA advised that she had not received any quotations to date but would pursue this item and place it on the next Haling Dene Agenda.

92. BISHOPS WALK

The PA advised that she had not received any quotations to date but would pursue this item and place it on the next Haling Dene Agenda.

93. FUTURE EVENTS

[a] Consideration was given to suggested future events:

12 th September	Proms in the Park Tutbury Band at a cost of £250 Hog Roast – No Charge donation from takings to Chair's Charity
Fri 9 th or 16 th Oct Or Sat 17 th Oct	The Shine at a cost of £350 [tickets sales to cover cost]
Fri 6 th Nov or Sat 14 th Nov	Retro Night 60s/70s/80s Tim Rowlands from Round Table to do the music at a cost of £100 [tickets sales to cover cost]

Resolved that:

- [i] The Committee approve the above events which would be Council lead.
- [ii] The Administration Staff to promote the events and collect any monies from tickets.
- [iii] Where possible the events to be held on a Saturday Evening.
- [iv] The cost of the tickets for The Shine be £7.00 per person and the cost of tickets for the Retro Night be £3.00 per person to cover the expenditure.

Antiques Fayre Details to be confirmed after the organiser visits the Haling Dene next week

The PA advised that the organisers of the above had visited the Centre when she was off but had re-arranged for the following week and this item to be placed on a future agenda once all the details had been collated.

Councillors suggested other events which could be investigated:

Folk Band, Quiz Night, Children's Christmas Party and Saturday Morning Film Matinee. The PA asked if Councillors could forward the details of contacts onto her and she will obtain costings etc.

The Chairman asked that consideration also be given to Sunday Room Hire Costs at the next Haling Dene meeting.

[b] Consideration was given to Procedures for future room hire/bookings by Committees/Councillors.

The Committee asked if the words 'for example' be included in the second paragraph: A Council event, *for example*, is classed as a Band Concert

Resolved that the Procedure be adopted further to the above amendment been made.

94. MAYFLOWER SECURITY

Consideration was given to a quotation from the above:

Keyholder – 2 Sets for 12 months	£169.50
Alarm Call Out [Per Visit]	£ 39.50
Secure Premises [Per night]	£ 14.50

Resolved that the quotation be approved for the coming 12 months.

95. DATE AND TIME OF NEXT MEETING

Thursday 24th September 2015 at 7.30 pm.

96. 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 9.30 pm

Chairman: _____

Date: _____