

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

18th September 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 24th September 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 25th June 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. COMMITTEE BUDGET & ROOM HIRE CHARGES - 2016/2017
[a] To consider any items of improvements/projects the Committee wish to put forward for consideration to the October F & R meeting.
[b] To consider if the Room Hire Charges should be increased for the forthcoming financial year and if so, by what percentage.
6. FUNCTION/ROOM BOOKINGS
To receive a copy of the above.
7. BUSINESS PLAN 2013-2016
To receive an extract of the above which relates to the Haling Dene Management Committee.
8. HALING DENE CENTRE MAINTENANCE PROGRAMME
To receive quotations to undertake the above, as per the attached sheet.
9. NOTICEBOARDS
To receive and consider a quotation for the above [details attached].

10. HALING DENE CENTRE

[a] **Bishops Walk**

To note that a meeting has been arranged with the Proprietor of Up The Garden Path for Tuesday 3rd November to then supply a quotation to have the plans for the above updated and displayed within the Grounds.

[b] **Boundary Trees**

To receive and consider a quotation to have Boundary trees over-hanging the Canal Towpath and Cannock Road lifted at a cost of £280 and this has been approved by the SSC Tree Preservation Officer.

[c] **Bedded Area**

To receive and consider a quotation from the Council's Horticultural Contractor to plant shrubs and 'dig in' suitable compost to the beds at the side of the building at cost of £195.

[d] **Kitchen**

To approve the PA's Action in conjunction with the Chair of Council and Chair of Haling Dene to have the 25 litre water heater replaced in the kitchen at a cost of £260.

[e] To consider having an additional 30 litre water heater so each sink has their own supply at a cost of £350.

11. FUTURE EVENTS

[a] To consider holding a Folk Evening with the Crooked Bawbees performing on Saturday 27th February at a cost of £150.

[b] To consider holding a Children's Party followed by a Band Concert [Tutbury Band] to commemorate the Queen's 90th Birthday on Sunday 12th June 2016.

12. HALING DENE SECURITY

To approve the PA's Action in conjunction with the Chair of Council and Chair of Haling Dene to replace Mayflower Security with Goodguard Security at no additional cost to that quoted at the June meeting.

13. STAFF HOUSE

To note that new Tenants have moved into the above in August under a six month lease.

14. DATE AND TIME OF NEXT MEETING

Thursday 26th November 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 24th September 2015 at 7.30 pm at the Haling Dene Centre

Audio recordings will be made of all Ordinary and Special Council meetings and Committee meetings, with the inclusion of confidential matters.

Present

Councillor	Gordon Hawkins [Vice Chairman]
“	Bevan Craddock
“	Mrs Anne J Geoghegan
“	Anthony Minshall
“	David Oldfield
“	Calvert Stonehouse

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

Part I - Public Session

99. APOLOGIES

An apology was received from Cllr Mrs Petula Hughes.

100. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

101. MINUTES

Resolved

That the minutes of the meeting of 25th June 2015 be approved as a true and correct record and signed by the Vice Chairman.

102. MATTERS ARISING

There were no Matters Arising.

103. 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.

104. COMMITTEE BUDGET & ROOM HIRE CHARGES - 2016/2017

- [a] Consideration was given to any items of improvements/projects the Committee wished to put forward for consideration to the October F & R meeting.
Resolved that the Committee put forward no items of improvements/projects for consideration at the October Finance and Resources meeting.
- [b] Consideration was given to if the Room Hire Charges should be increased for the forthcoming financial year and if so, by what percentage.
Resolved that:
 - [i] The room hire remain the same for the forthcoming financial year.
 - [ii] The Sunday Function Rates be broken down into hourly costs.

The PA advised the Committee to increase the Room Hire costs due to increased salary, fuel and maintenance costs for the Centre but the Committee decided against the advice.

105. FUNCTION/ROOM BOOKINGS

The above was received.

106. BUSINESS PLAN 2013-2016
The extract of the above which relates to the Haling Dene Management Committee was received.
107. HALING DENE CENTRE MAINTENANCE PROGRAMME
A quotation from Lever Turner and Cowdell to undertake the above at a cost of £7,100 was received.
Resolved that the PA ask South Staffordshire Planning if they have Planning Inspectors who could undertake the above.
108. NOTICEBOARDS
Consideration was given to a quotation for the above from Whitehill Direct at a cost of £1,199 for the Entrance Noticeboard and £425 for the Exit Noticeboard.
Resolved that a sample aluminium board be obtain coated in brown which contains lettering in gold, white and black.
109. HALING DENE CENTRE
- [a] **Bishops Walk**
It was noted that a meeting had been arranged with the Proprietor of Up The Garden Path for Tuesday 3rd November to then supply a quotation to have the plans for the above updated and displayed within the Grounds.
- [b] **Boundary Trees**
A quotation was received and considered from M Bissell to have Boundary trees over-hanging the Canal Towpath and Cannock Road lifted at a cost of £280 and this had been approved by the SSC Tree Preservation Officer.
Resolved that the quotation from M Bissell be approved at a cost of £280.
- [c] **Bedded Area**
A quotation was received and considered from the Council's Horticultural Contractor to plant shrubs and 'dig in' suitable compost to the beds at the side of the building at cost of £195.
Resolved that the quotation from the Council's Contractor be approved at a cost of £195.
- [d] **Kitchen**
The Committee approved the PA's Action in conjunction with the Chair of Council and Chair of Haling Dene to have the 25 litre water heater replaced in the kitchen at a cost of £260.
- [e] Consideration was given to having an additional 30 litre water heater so each sink had their own supply at a cost of £350.
Resolved that:
- [i] The quotation be approved and an additional 30 litre water heater be installed.
- [ii] The PA to obtain quotations for a dishwasher and this be placed on the November Agenda.
110. FUTURE EVENTS
- [a] Consideration was given to holding a Folk Evening with the Crooked Bawbees performing on Saturday 27th February at a cost of £150.
Resolved that the Committee hold a Folk Evening with the Crooked Bawbees performing on Saturday 27th February at a cost of £150.
- [b] Consideration was given to holding a Children's Party followed by a Band Concert [Tutbury Band] to commemorate the Queen's 90th Birthday on Sunday 12th June 2016.
Resolved that the above be approved.
111. HALING DENE SECURITY
Approval was given to the PA's Action in conjunction with the Chair of Council and Chair of Haling Dene to replace Mayflower Security with Goodguard Security at no additional cost to that quoted at the June meeting.
112. STAFF HOUSE
It was noted that new Tenants had moved into the above in August under a six month lease.

113. DATE AND TIME OF NEXT MEETING
Thursday 26th November 2015 at 7.30 pm.

114. 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 9.55 pm

Chairman: _____

Date: _____