

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

19th February 2016

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 February 2016 at 7.30 pm** at the Haling Dene Centre. All Parish Council meetings will be audio recorded.

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 26th November 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.
 - [c] To consider carrying the balance of the HDC Capital Budget together with the balances of the Building/Heating and Heat/Light budgets to 2016/17 Capital Budget.
5. FUNCTION/ROOM BOOKINGS
To receive a copy of the above.
6. HALING DENE CENTRE - MAJOR
 - [a] To receive and consider the PA's report on Room 29 of the Haling Dene Centre
 - [b] To receive and consider the PA's Specifications for:
 - [i] The Boiler House Chimney
 - [ii] The Repair of Render & Decorative Moulds & Re-Painting of the Haling Dene Centre
7. QUEEN'S 90th BIRTHDAY CELEBRATIONS
To receive and consider the PA's report for the above on Sunday 12th June 2016 [attached].

8. HALING DENE CENTRE - GENERAL

Bishops Walk

[a] To note that the site surveys have been undertaken and the project details will be on the April Agenda for consideration.

Haling Dene Grounds

[b] To note that the General Handyman has supplied and fitted a new solid door with padlock to the open space adjacent to the Shed at a cost of £190.

[c] To receive and consider a quotation from the General Handyman to supply the materials and build a car port/gazebo over the open space adjacent to the Shed at a cost of £1,085 [attached].

[d] To consider having signs placed in the grounds for Dog Walkers. [attached].

Haling Dene Centre Noticeboard

[e] To note the new Noticeboard and Exit Sign have been installed.

[f] To consider having an additional Board at the Exit at a cost of £130 plus VAT from Whitehill Direct [details attached]

Haling Dene Advertisement Leaflet

[g] To note that to have an advertisement leaflet distributed in the Penkridge Advertiser would cost £40 per 1,000 leaflets.

Haling Dene Security

[h] To receive the PA's report on staff Working Lone [attached].

Saturday Morning Film Shows

[i] To receive and consider a quotation to have Saturday morning Film Shows at the Haling Dene at a cost of £373 per session.

9. CHRISTMAS PANTOMINE

To consider once again holding a Christmas Pantomime at the Holding Dene Centre on Saturday 26th November at a cost of £1,299 provided by M & M Productions.

10. PENKRIDGE PETANQUE

To receive information from the above to have a Play Area constructed in the top area of the Grounds.

11. DATE AND TIME OF NEXT MEETING

Thursday 28th April 2016 at 7.30 pm.

12. 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 February 2016 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	Petula M C Hughes	[Chairman]
“	Bevan Craddock	
“	Mrs Anne J Geoghegan	
“	Mrs Hilary Hughes	
“	Anthony Minshall	
“	David Oldfield	
“	Calvert Stonehouse	

Non Committee Members in Attendance were Cllrs John Eastwood, Mrs Isabel Ford, Victor Kelly, Andrew Lenz and Mrs Vivienne Smith.

Also in Attendance Mrs L Griffiths

Part I - Public Session

129. APOLOGIES

An apology was received from Cllr Brian Heathcote.

130. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

131. MINUTES

Resolved

That the minutes of the meeting of 26th November 2015 be approved as a true and correct record and signed by the Chairman.

132. MATTERS ARISING

There were no matters arising.

133. 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.

[c] Consideration was given to carrying the balances of the HDC Capital Budget, Building/Heating and Heat/Light budgets to 2016/17 Capital Budget.

Resolved that the balance of the HDC Capital Budget together with the balances of the Building/Heating and Heat/Light budgets be carried forward to the 2016/17 Capital Budget.

134. FUNCTION/ROOM BOOKINGS

A copy of the above was received.

135. HALING DENE CENTRE - MAJOR

[a] The PA's report on Room 29 of the Haling Dene Centre was received and considered. Councillors felt that the Haling Dene Maintenance programme should be re-addressed and the quotation received from Richard Lever be re-considered together with the proposed emergency works.

135. HALING DENE CENTRE – MAJOR [Cont'd]

Resolved that a meeting be arranged with Richard Lever and the Chair and Vice Chair of Council and the Haling Dene Management Committee and the notes of the meeting be placed on the March Full Council Agenda for consideration.

- [b] The PA's Specifications were received and considered for:
 - [i] The Boiler House Chimney
 - [ii] The Repair of Render & Decorative Moulds & Re-Painting of the Haling Dene Centre

136. QUEEN'S 90th BIRTHDAY CELEBRATIONS

The PA's report on the above for Sunday 12th June 2016 was received and considered. Councillors thought it would be better to have a Family Day with Picnic, other suggestions put forward were:

The Bar to be Open
Crown Competition Judged on the Day
Banner in Market Street
Queen's Patronage Charities be invited if in the Village
A timetable be drawn up for the Day's Events

Resolved that the above be undertaken and an Itinerary and costs be placed on the April Full Council Agenda for approval.

137. HALING DENE CENTRE - GENERAL

Bishops Walk

- [a] It was noted that the site surveys had been undertaken and the project details would be placed on the April Agenda for consideration.

Haling Dene Grounds

- [b] It was noted that the General Handyman had supplied and fitted a new solid door with padlock to the open space adjacent to the Shed at a cost of £190.

- [c] A quotation was received and considered from the General Handyman to supply the materials and build a car port/gazebo over the open space adjacent to the Shed at a cost of £1,085.

Resolved that this item be deferred and the PA find out if Planning Permission was required.

- [d] Consideration was given to having signs placed in the grounds for Dog Walkers.

Resolved that two signs be placed at the entrance and exit of the grounds stating that dogs should be kept on a lead at all times.

Haling Dene Centre Noticeboard

- [e] It was noted that the new Noticeboard and Exit Sign had been installed.

Resolved that at the entrance the Penkrigde Parish Council sign be placed under the Noticeboard and the board be raised.

- [f] Consideration was given to having an additional Board at the Exit at a cost of £130 plus VAT from Whitehill Direct.

Resolved that the additional Board be purchased for the Exit sign at a cost of £130 plus VAT from Whitehill Direct.

Haling Dene Advertisement Leaflet

- [g] It was noted that an advertisement leaflet distributed in the Penkrigde Advertiser would cost £40 per 1,000 leaflets.

Resolved that the PA investigate the possibility of placing an article in the Penkrigde Advertiser free of charge.

Haling Dene Security

- [h] The PA's report on staff Working Alone was received.

Resolved that the advice be obtained from the Health and Safety Advisor and this item be placed on a future Full Council agenda for approval.

137. HALING DENE CENTRE – GENERAL [Cont'd]

Saturday Morning Film Shows

- [i] A quotation was received and considered to have a Saturday morning Film Show at the Haling Dene at a cost of £373 per session.

Resolved that this item be deferred.

138. CHRISTMAS PANTOMINE

Consideration was given to once again holding a Christmas Pantomime at the Haling Dene Centre on Saturday 26th November at a cost of £1,299 provided by M & M Productions.

Resolved that:

- [i] The Pantomime be booked for Saturday 26th November at a cost of £1,299
[ii] The cost of tickets be £4.00 per adult and £3.00 per child.

139. PENKRIDGE PETANQUE

The Chairman advised that the Penkridge Petanque had decided to have a Play Area constructed at the Monckton Recreation Centre.

140. DATE AND TIME OF NEXT MEETING

Thursday 28th April 2016 at 7.30 pm.

141. 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

142. HALING DENE EXCLUSIVE ROOM HIRE

- [a] It was noted that Age UK had given notice on their Exclusive Room Hire of Room 34 as of 1st April 2016.
[b] It was noted that Red Cross had given notice on their Exclusive Room Hire of Room 12 as of 31st December 2015 but PACE would take over the Exclusive Hire as of 1st March 2016.

The meeting closed at 9.15 pm

Chairman: _____

Date: _____