

# Penkridge Parish Council

Haling Dene Centre  
Cannock Road  
Penkridge  
Stafford  
ST19 5DT

13<sup>th</sup> October 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 20<sup>th</sup> October 2016 at 7.00 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 21<sup>st</sup> July 2016 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 for the year to date.
5. COMMITTEE BUDGET  
To consider any items of improvements/projects the Committee wish to put forward for consideration to the November F & R meeting, apart from those contained within the Planned Maintenance Programme.
6. ROOM HIRE CHARGES - 2016/2017  
To consider if the Room Hire Charges should be increased for the forthcoming financial year and if so, by what percentage.
7. FUNCTION/ROOM BOOKINGS  
To receive a copy of the above.
8. HALING DENE CENTRE  
[a] **Bishops Walk**  
To note that a site meeting was held on 29<sup>th</sup> July with Brocton Nurseries and members of Council.  
[b] To receive an email dated 1<sup>st</sup> August from Brocton Nurseries and to approve that Items 1 and 2 are undertaken in the Spring of 2017.

8. HALING DENE CENTRE [Cont'd]
- Carpet Cleaning**
- [c] To approve the PA's Action in conjunction with the Chair of Council and Chair of Committee to have the Ground Floor carpets cleaned at a cost of £500 by Spotless.
- Emergency Roof Repairs**
- [d] To approve the PA's Action in conjunction with the Chair of Council and Chair of Committee to have emergency repairs undertaken on the Haling Dene Centre roof above the Owls Nest at a cost of £900 by Weathertight.
- Tree Survey**
- [e] To receive and consider a quotation to have a Survey of the Trees within the grounds undertaken.
9. FUTURE EVENTS  
To consider holding an open air concert with the performance undertaken by The Shine at a cost of £375.00.
10. CHRISTMAS CLOSURE  
To note the Haling Dene Centre will close on Friday 23<sup>rd</sup> December 2016 and re-open on Tuesday 3<sup>rd</sup> January 2017.
11. POINTS FOR INFORMATION  
To receive any points of information Councillors wish to bring to the attention of the PA.
12. DATE AND TIME OF NEXT MEETING  
Thursday 26<sup>th</sup> January 2017 at 7.00 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.

# Penkrige Parish Council

Minutes of the Haling Dene Management Committee Meeting  
Held on 20<sup>th</sup> October 2016 at 7.00 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	
“	Brian Heathcote	
“	David Oldfield	
“	Calvert Stonehouse	

Non Committee Members in Attendance was Cllr Mrs Vivienne Smith.

Also in Attendance Mrs L Griffiths

## Part I - Public Session

### 155. APOLOGIES

Apologies were received from Cllrs John Eastwood and Mrs Isabel Ford.

### 156. DECLARATIONS OF INTEREST

Cllr Stonehouse declared an interest in Item 8c Carpet Cleaning.

### 157. MINUTES

#### **Resolved**

That the minutes of the meeting of 21<sup>st</sup> July 2016 be approved as a true and correct record and signed by the Chairman.

### 158. MATTERS ARISING

Councillors asked that the poster advertising for Darts, Dominos or Crib teams to play at the Haling Dene be placed back on the Bar Noticeboard.

### 159. 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.

#### **Resolved** that the PA look into:

[i] The PA obtain details for a Tribute Band

[ii] Holding a Local Music Talent Evening in the bar

### 160. COMMITTEE BUDGET

Consideration was given to any items of improvements/projects the Committee wished to put forward for consideration to the November F & R meeting, apart from those contained within the Planned Maintenance Programme.

**Resolved** that the PA look into the cost of a new Induction Loop System for the Centre.

### 161. ROOM HIRE CHARGES - 2016/2017

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 the Regular and Ad Hoc Charges remain the same for 2017/2018 and the remainder of the Charges be increased by 2%.

162. FUNCTION/ROOM BOOKINGS

A copy of the above was received.

163. HALING DENE CENTRE

[a] **Bishops Walk**

It was noted that a site meeting had been held on 29<sup>th</sup> July with Brocton Nurseries and members of Council.

[b] An email was received dated 1<sup>st</sup> August from Brocton Nurseries and the Committee approved Items 1 and 2 be undertaken – Weed Kill the whole length of the pathway to include brambles and nettles in the bedded area at a cost of £395 and to redefine the pathway 2 metres wide and cut back trees and shrubs accordingly at a cost of £895.

**Resolved** that Brocton Nurseries undertake the above in the Spring of 2017.

**Carpet Cleaning**

[c] The Committee approved the PA's Action in conjunction with the Chair of Council and Chair of Committee to have the Ground Floor carpets cleaned at a cost of £500 by Spotless.

**Emergency Roof Repairs**

[d] The Committee approved the PA's Action in conjunction with the Chair of Council and Chair of Committee to have emergency repairs undertaken to the Haling Dene Centre roof above the Owls Nest at a cost of £900 by Weathertight.

**Tree Survey**

[e] Consideration was given to a quotation received dated 19<sup>th</sup> October from A Dunford and Sons to undertake the Tree Survey at the Haling Dene at a cost of £850 plus VAT.

**Resolved** that the above quotation be approved and the Survey be undertaken.

164. FUTURE EVENTS

Consideration was given to an open air concert with the performance undertaken by The Shine at a cost of £375.00.

**Resolved** that:

[i] The above been approved and booked for 22<sup>nd</sup> July 2017 and the tickets cost £5.00 in advance and £10 on the night.

[ii] The type of Concerts/Events the Council provide be considered at the January meeting to cover a wider age span.

165. CHRISTMAS CLOSURE

It was noted that the Haling Dene Centre would close on Friday 23<sup>rd</sup> December 2016 and re-open on Tuesday 3<sup>rd</sup> January 2017.

166. POINTS FOR INFORMATION

This item is not included on future agendas.

167. DATE AND TIME OF NEXT MEETING

Thursday 26<sup>th</sup> January 2017 at 7.00 pm.

The meeting closed at 8.25 pm

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

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