

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

13th October 2017

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 19th October 2017 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 27th July 2017 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 2018/2019
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 - 2018/2019
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. MARQUEE
To receive and consider a quotation from Aquila to supply a new Marquee for the Centre.
9. HALING DENE CENTRE
[a] To receive and consider quotations for a Hearing Loop for the Centre.
[b] To note that the Portable Appliance Testing has been undertaken during August by Penkridge TV and Electrical at a cost of £170.

9. HALING DENE CENTRE [Cont'd]

- [c] To consider if the Committee wish to keep the Coffee Machine on the Ground Floor or have it disposed of.
- [d] To receive an email dated 9th October from the Rotary with regard to their recent room hire at the Centre.
- [e] To note that the Bar Supplies will be changed from Matthew Clark to Marston commencing 1st November 2017.

10. HALING DENE WORKING GROUP

- [a] To receive and consider the notes from the meeting of the above on 28th September 2017.
- [b] To compile a suggested list of events for 2018 for the PA to investigate.

11. CHRISTMAS CLOSURE

To note the Haling Dene Centre will close at noon on Friday 22nd December 2017 and re-open on Tuesday 2nd January 2018.

12. DATE AND TIME OF NEXT MEETING

Thursday 22nd February 2018 at 7.00 pm.

13. 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.