

# Penkridge Parish Council

Haling Dene Centre  
Cannock Road  
Penkridge  
Stafford  
ST19 5DT

20<sup>th</sup> January 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 26<sup>th</sup> January 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 20<sup>th</sup> October 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. FUNCTION/ROOM BOOKINGS  
To receive a copy of the above.
6. HALING DENE CENTRE
  - Tree Survey**
    - [a] To receive the Tree Survey dated 10<sup>th</sup> January 2017 for the grounds undertaken by A Dunford and Son.
    - [b] To receive and consider a quotation from M Bissell to have the remedial work from the above
  - Roof Repair**
    - [c] To receive and consider a quotation from Weathertight Roofing to repair a section of the roof above the Brownies rooms at a cost of £\*\*\*\*
  - Room 1 Sensor**
    - [d] To receive and consider a quotation from Stafford Security Services to have the alarm Sensor in Room 1 upgraded and replaced a cost of £98.00.
  - Bar Wine Cooler**
    - [e] To note that the Wine Cooler in the bar has been replaced, due to a breakdown, at a cost of £199.99 plus VAT by Catering Maintenance in November 2016.

6. HALING DENE CENTRE [CONT'D]

**Bishops Walk**

[f] To note that the pathway for the above has now been cleared and the shrubs cut back. Councillors are asked to have a look at the pathway and this item will be placed on the April agenda for further consideration.

**Planned Maintenance Programme Year 1 – Internal Works**

[g] To receive and consider a quotation from Penkridge TV and Electrical to supply and fit a Emergency Assist Alarm for the disabled toilet at a cost of £400.

[h] To receive and consider a quotation from M Bissell to have the front boundary hedge and trees trimmed at a cost of £\*\*\*\*

7. HALING DENE CENTRE VACANT ROOMS

[a] To consider the PA's ideas on how to market the Centre and the vacant rooms.

[b] The Committee to consider what rules should be in place for small business hirers. The current Exclusive Room Hire Agreement is attached for information.

8. FUTURE EVENTS

[a] To consider if the Committee wish to hold a Pantomime for 2017 to be performed by M & M Productions at a cost of £1,250 for two performances in November 2017.

[b] To consider what type of Concerts/Events the Committee wish to hold for 2017 – details attached.

9. DATE AND TIME OF NEXT MEETING

Thursday 27<sup>th</sup> April 2017 at 7.00 pm.

10. 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 26<sup>th</sup> January 2017 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 Mrs Petula M C Hughes [Chairman]  
“ Andrew Adams  
“ Bevan Craddock  
“ Mrs Isabel G A Ford  
“ Brian Heathcote  
“ Mrs Hilary Hughes  
“ David Oldfield

Non Committee Members in Attendance was Cllrs Jon Eastwood, Victor Kelly, Andrew Lenz, Alan Smallwood and Mrs Vivienne Smith.

Also in Attendance Mrs L Griffiths

## Part I - Public Session

### 170. APOLOGIES

Apologies were received from Cllrs Anthony Minshall and Calvert Stonehouse.

### 171. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 172. MINUTES

#### **Resolved**

That the minutes of the meeting of 20<sup>th</sup> October 2016 be approved as a true and correct record and signed by the Chairman.

### 173. MATTERS ARISING

There were no matters arising from the minutes.

### 174. 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.

A proposal was put forward and seconded that the Committee set up a working party to put proposals forward to the Haling Dene Committee on how to promote the building and bar. Councillors agreed that an advert should be placed in the Penkrige Advertiser promoting the building/bar together with details on the Council's website and Facebook page.

#### **Resolved** that:

[i] A working group be set up, consisting of Cllrs Adams, Craddock, Mrs Ford, Mrs H Hughes and Oldfield to put proposals forward to the Haling Dene Committee on how to promote the building/bar.

[i] Costs be obtained to place a double page advert in the Penkrige Advertiser

[ii] The PA to seek the advice of the Council's Internal Auditor with regard to the Bar.

### 175. FUNCTION/ROOM BOOKINGS

A copy of the above was received.

176. HALING DENE CENTRE

**Tree Survey**

- [a] the PA advised that the Full Tree Survey had not been received until 25<sup>th</sup> January and asked if items [a] and [b] could be placed on the February Full Council agenda for consideration.
- [b] The quotation from M Bissell would be placed on the February Full Council agenda for consideration.

**Resolved** that the above two items be placed on the February Full Council agenda for consideration.

**Roof Repair**

- [c] To receive and consider a quotation from Weathertight Roofing to repair a section of the roof above the Brownies rooms at a cost of £245.

**Resolved** that the quotation from Weathertight Roofing, as above, be approved.

**Room 1 Sensor**

- [d] To receive and consider a quotation from Stafford Security Services to have the Alarm Sensor in Room 1 upgraded and replaced at a cost of £98.00.

**Resolved** that the quotation from Stafford Security, as above, be approved.

**Bar Wine Cooler**

- [e] It was noted that the Wine Cooler in the bar had been replaced, due to a breakdown, at a cost of £199.99 plus VAT by Catering Maintenance in November 2016.

**Bishops Walk**

- [f] It was noted that the pathway for the above had now been cleared and the shrubs cut back. Councillors were asked to have a look at the pathway and this item would be placed on the April agenda for further consideration.

**Planned Maintenance Programme Year 1 – Internal Works**

- [g] A quotation was received and considered from Penkridge TV and Electrical to supply and fit an Emergency Assist Alarm for the disabled toilet at a cost of £400.

**Resolved** that the PA obtain additional quotations and get the Chair of Council and Chair of Committee to approve.

- [h] A quotation was received and considered from M Bissell to have the front boundary hedge and tress trimmed at a cost of £140 plus VAT.

**Resolved** that the quotation from M Bissell, as above, be approved.

177. HALING DENE CENTRE VACANT ROOMS

- [a] Consideration was given to the PA's ideas on how to market the Centre and the vacant rooms.

**Resolved** that:

[i] The font on the advert be changed.

[ii] The second side of the advert include photographs of the rooms and bar area.

- [b] The Committee considered what rules should be in place for small business hirers. The current Exclusive Room Hire Agreement was attached for information.

**Resolved** that the current Exclusive Hire Agreement be used for small businesses.

Cllr Miss Chloe Burns entered the meeting at 8.15 pm

178. FUTURE EVENTS

- [a] Consideration was given to if the Committee wished to hold a Pantomime for 2017 to be performed by M & M Productions at a cost of £1,250 for two performances in November 2017.

**Resolved** that:

[i] The Council hold a Pantomime during November 2017 at a cost of £1,250 by M & M Productions.

[ii] The tickets be priced at £5.00 for adults and £4.00 for children.

- [b] Consideration was given to what type of Concerts/Events the Committee wish to hold for 2017. The Council approved the following Concerts/Events:

A Friday or Saturday Evening in June either an 80's Night or Race Night.

Saturday 14<sup>th</sup> October an Open Mic & 60's/70's evening performed by The Magpies at a cost of £150. No entry fee but tickets required.

179. DATE AND TIME OF NEXT MEETING

Thursday 27<sup>th</sup> April 2017 at 7.00 pm.

180. 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 8.25 pm

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

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