

Penkrige Parish Council

Haling Dene Centre
Cannock Road
Penkrige
Stafford
ST19 5DT

21st July 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 27th July 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 25th May 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. FUNCTION/ROOM BOOKINGS
[a] To receive a copy of the above.
[b] To note that as of 1st July VAT has been applied to all Wedding Ceremonies and Reception rates.
6. BISHOPS WALK
To receive and consider a quotation from the Council's Horticultural Contractor, Brocton Nurseries, to lay a tantalised edge and hardcore to the above as per the Council's resolution at the 25th May meeting.
7. MARQUEE
To receive and consider outline costs and suggested designs to replace the above.
8. HALING DENE WORKING GROUP
To note that the above have not yet met.
9. HALING DENE CENTRE
[a] To approve the Chair of Council and Deputy Vice Chair's Action in conjunction with the PA to have a new vinyl floor laid in Room 13 by United Carpets at a cost of £734.54 plus VAT.
[b] To receive and consider a quotation to purchase an up to date Hearing Loop for the Centre.
[c] To note that a one page advert has been placed in the July Penkrige Advertiser at a cost of £200.

9. HALING DENE CENTRE [Continued]

- [d] To note that the SSC Environmental Health have undertaken their ad-hoc visit and award the Haling Dene Centre 5 Stars.
- [e] To consider the purchase of a 9-11 Beer Trolley for the Haling Dene Cellar at a cost of £116 plus VAT.

10. HALING DENE CENTRE CCTV

To receive and consider a quotation to replace and upgrade the above.

11. DATE AND TIME OF NEXT MEETING

Thursday 26th October 2017 at 7.00 pm.

Penkridge Parish Council

Minutes of the Haling Dene Management Committee Meeting
Held on 27th July 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 Calvert Stonehouse [Chairman]
“ Bevan Craddock
“ Mrs Isabel G A Ford
“ Mrs Petula M C Hughes
“ David Oldfield

Non Committee Members in Attendance were Cllrs Miss Chloe Burns, Andrew Lenz and Mrs Vivienne Smith.

Also in Attendance Mrs L Griffiths

Part I - Public Session

194. APOLOGIES

Apologies were received from Cllrs Mrs Hilary Hughes, Victor Kelly, Anthony Minshall and Alan Smallwood.

195. DECLARATIONS OF INTEREST

There was no Declarations of Interest.

196. MINUTES

Resolved

That the minutes of the meeting of 25th May 2017 be approved as a true and correct record and signed by the Chairman.

197. MATTERS ARISING

There was no Matters Arising.

198. 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.

199. FUNCTION/ROOM BOOKINGS

- [a] A copy of the above was received.
- [b] It was noted that as of 1st July VAT had been applied to all Wedding Ceremonies and Reception rates.

200. BISHOPS WALK

A quotation was received and considered from the Council's Horticultural Contractor, Brocton Nurseries, to lay a tantalised edge and hardcore to the above as per the Council's resolution at the 25th May meeting. Council decided to not pursue this option.

Councillors then discussed the footpath and borders along the Bishops Walk and decided to get quotations for a quarterly maintenance of the footpath and a cost to in-fill gaps in the beds with shrubs.

Resolved that:

- [i] Costs be obtained to maintain the Bishops Walk pathway on a quarterly basis.
- [ii] Costs be obtained to in-fill the gaps in the bedded areas along the Bishops Walk.

201. MARQUEE

Outline costs were received and considered, together with suggested designs, to replace the above. The PA advised that the cost to replace the Marque would be approximately £14,000. Councillors agreed that the PA obtain specifications and costings for the Marquee replacement together with the cost to have an Aqua Channel installed at the rear of the patio.

Resolved that:

- [i] PA obtain specifications and costings for the Marquee replacement
- [ii] The cost to have an Aqua Channel installed at the rear of the patio

The above items be included on the October agenda for consideration.

202. HALING DENE WORKING GROUP

It was noted that the above had not yet met and the PA to liaise with Committee members to arrange a meeting for early September.

203. HALING DENE CENTRE

[a] Approval was given to the Chair of Council and Chair of Haling Dene, in conjunction with the PA, to have a new vinyl floor laid in Room 13 by United Carpets at a cost of £734.54 plus VAT. Cllr Mrs Ford asked that her name be recorded as, in her opinion, the above process was not as per the Council's Standing Orders.

[b] Consideration was given to a quotation to purchase an up to date Hearing Loop for the Centre. The PA advised that she had not yet received a quotation as the costs were still be collated. She asked if Council wished this item to be included on the September Full Council agenda.

Resolved that if costs were available this item be included on the September Full Council agenda for consideration.

[c] It was noted that a one-page advert had been placed in the July Penkridge Advertiser at a cost of £200.

[d] It was noted that the SSC Environmental Health had undertaken their ad-hoc visit and awarded the Haling Dene Centre 5 Stars.

[e] Consideration was given to purchasing of a 9-11 Beer Trolley for the Haling Dene Cellar at a cost of £116 plus VAT.

Resolved that the cost be approved and the Beer Trolley be purchased.

204. HALING DENE CENTRE CCTV

Consideration was given to quotations received to replace and upgrade the above.

The quotation from Cress Security at a cost of £5,260 plus VAT to upgrade the system which included the implementation of additional cameras be approved.

Resolved that the quotation from Cress Security at a cost of £5,260 plus VAT be approved.

205. DATE AND TIME OF NEXT MEETING

Thursday 26th October 2017 at 7.00 pm.

206. 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 7.55 pm

Chairman: _____

Date: _____