

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.

Penkridge Parish Council

Minutes of the Haling Dene Management Committee Meeting
Held on 19th October 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]
" Mrs Isabel G A Ford
" Brian Heathcote
" Mrs Petula M C Hughes
" David Oldfield

Non Committee Members in Attendance were Cllrs Victor Kelly and Mrs Vivienne Smith.

Also in Attendance Mrs L Griffiths

Part I - Public Session

207. APOLOGIES

Apologies were received from Cllrs John Eastwood and Mrs Hilary Hughes

208. DECLARATIONS OF INTEREST

There was no Declarations of Interest.

209. MINUTES

Resolved

That the minutes of the meeting of 27th July 2017 be approved as a true and correct record and signed by the Chairman.

210. MATTERS ARISING

There was no Matters Arising.

211. 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.

212. COMMITTEE BUDGET 2018/2019

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 there are no items at present the Councillors wished to put forward.

213. ROOM HIRE CHARGES - 2018/2019

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 room hire costs increase by 2% with effect from 1st April 2018.

214. FUNCTION/ROOM BOOKINGS

The above was received.

215. MARQUEE

A quotation was received and considered from Aquila to supply a new Marquee for the Centre.

Resolved that:

- [i] The PA obtain additional quotations for a similar structure.
- [ii] £20,000 be placed in the Haling Dene Reserve entitled HDC/Marquee.

216. HALING DENE CENTRE

[a] Consideration was given to quotations for a Hearing Loop for the Centre.

The Chairman advised that there was one more Contractor to visit the Centre on Monday 23rd and asked if the Councillors were happy that this item be placed on the November Full Council so all quotes could be fairly considered.

Resolved that:

- [i] The Council await until further information is obtained and a Contractor visits the Centre to advise the equipment and costs required.
- [ii] This item be placed on the November Full Council agenda for consideration if sufficient costs/information had been obtained.

[b] It was noted that the Portable Appliance Testing had been undertaken during August by Penkrige TV and Electrical at a cost of £170.

[c] Consideration was given to if the Committee wished to keep the Coffee Machine on the Ground Floor or have it disposed of.

Resolved that the coffee machine be removed and if possible sold.

[d] An email was received dated 9th October from the Rotary with regard to their recent room hire at the Centre.

[e] It was noted that the Bar Supplies would be changed from Matthew Clark to Marston commencing 1st November 2017.

217. HALING DENE WORKING GROUP

[a] Notes from the above meeting held on 28th September were received and considered.

[b] The Councillors put forwarded items that they wish the PA to investigate. The Working Group minutes are attached with recommendations/actions and a draft Schedule to be presented to the November Full Council.

218. CHRISTMAS CLOSURE

It was noted that the Haling Dene Centre would close at noon on Friday 22nd December 2017 and re-open on Tuesday 2nd January 2018.

219. DATE AND TIME OF NEXT MEETING

Thursday 22nd February 2018 at 7.00 pm.

220. 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 8.30 pm

Chairman: _____

Date: _____