

# Penkrige Parish Council

Haling Dene Centre  
Cannock Road  
Penkrige  
Stafford  
ST19 5DT

18<sup>th</sup> January 2019

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 24<sup>th</sup> January 2019 at 7.00 pm** at the Haling Dene Centre.

Yours faithfully

Lesley Hough  
Parish Administrator

## **AGENDA**

Part I - Public Session

1. APOLOGIES
2. DECLARATIONS OF INTEREST
3. MINUTES  
To approve the minutes of the meeting of 25th October 2018 and to consider matters arising therefrom.
4. INCOME/EXPENDITURE  
[a] To receive the Haling Dene Management printouts for the year to date.  
[b] To receive the Bar Takings to date.  
[c] To receive the Functions/Bookings list for the year to date.
5. MARQUEE  
[a] To receive and consider a quotation to have the canopy replaced.
6. HALING DENE PLANNED MAINTENANCE PROGRAMME YEAR 2  
[a] To receive and consider costings from P B Wright to have the above work undertaken.  
[b] To receive and consider quotations for an Asbestos Management Survey for the Centre.
7. FUTURE EVENTS  
[a] To receive and consider details for Sportsman/Cabaret Evenings at the Centre.  
[b] To consider if the Committee wish to hold the Pantomime for 2019 [Robin Hood] at a cost of £1399 undertaken by M & M Productions.
8. HALING DENE CENTRE HEARING LOOP  
To receive and consider a quotation from Communique Audio to have the above fitted into Room 16.
9. HALING DENE CENTRE BAR  
To receive and consider replacing the Coffee Machine behind the bar and to note details and costs are attached to the agenda.
10. HALING DENE ROOM HIRE COSTS  
To consider the formulation of a Working Group to undertake an analysis of the Haling Dene Centre room costs.

11. USER GROUP MEETING  
To receive a follow up following the above.
12. DATE AND TIME OF NEXT MEETING  
Thursday 28<sup>th</sup> March 2019 at 7.00 pm.