

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

18th October 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 24th October 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 5th September 2019 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. COMMITTEE BUDGET 2020/2021
To consider any items of improvements/projects the Committee wish to put forward for consideration to the October F & R meeting.
6. ROOM HIRE CHARGES - 2020/2021
To consider if the Room Hire Charges should be increased for the forthcoming financial year and if so, by what percentage.
7. HALING DENE PLANNED MAINTENANCE PROGRAMME YEAR 3
To consider what should be undertaken during Year 3 of the above and how this should be taken forward, taking into account funding available.
8. HALING DENE CENTRE
 - [a] To note that following an incident in the Grounds on Sunday 8th September PCSO Poxon has issued 7 ASB Warning Letters and there have been no further incidents.
 - [b] To note that following the resolution made at the 5th September meeting Dog Awareness signs have been placed around the grounds.
 - [c] To receive photos and a quotation for the proposed shelter adjacent to the Garden Shed for additional storage from the General Handyman at a cost of £1,145.
 - [d] To note that an Exclusive user of the Haling Dene Centre is a Marketing Company and are prepared to give the Haling Staff basic training.

8. HALING DENE CENTRE [Cont'd]
 - [e] Following the Drain Survey received at the 5th September meeting, to receive the Chairman's update following his discussion with Burntwood Drains on points MH6 and MH7 which had not been viewed due to tree roots.

9. HALING DENE CENTRE EVENTS
 - [a] To receive a summary of the Ed Sheeran and Billy Flywheel Events held at the Centre.

10. VE DAY
 - [a] To receive the PA's update on the above.
 - [b] To consider the budget required for the above event.

11. HANDYMAN AND CARETAKER VACANCIES
 - [a] To note that interviews for the above two positions will be undertaken on Wednesday 23rd October.

12. CIVIL CERMONY LICENSE
 - [a] To note the above License is due to be renewed at the end of the month with a cost of £1,500.
 - [b] To consider if the Committee wish to renew the License as the Centre due to only having one Civil Ceremony for 2019/2020 and two for 2018/2019.

13. CHRISTMAS CLOSURE

To note the Haling Dene Centre will close on Friday 20th December 2019 and re-open on Thursday 2nd January 2020.

14. DATE AND TIME OF NEXT MEETING

Thursday 23rd January 2020 at 7.00 pm.

15. 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.