

Penkrige Parish Council

Haling Dene Centre
Cannock Road
Penkrige
Stafford
ST19 5DT

7th January 2020

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 23rd January 2020 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 24th October 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 note that the deficit on the Public Bar at the end of December 2019 was £2,220.
 - [d] To receive the Functions/Bookings list for the year to date.
5. ROOM HIRE CHARGES - 2020/2021
To consider the Room Hire Charge increases for the forthcoming financial year.
6. HALING DENE CENTRE
 - [a] To receive and consider a quotation from Penkrige TV & Electrical to upgrade the lighting in the Reception Office and Room 23 at a cost of £318.00.
 - [b] To note a skip was hired in December at a cost of £228 to clear the Compound, Garden Shed and outside storage area.
 - [c] To note that when the boiler was serviced in December the Contractor from Parker Holland confirmed the gasket pipe in the cellar was not damaged and did not need to be removed.
 - [d] To note the General Handyman is to clear all gutters/gullies of debris at the Haling Dene.
 - [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.
 - [f] To receive and consider the change of Telephone and broadband supplier.
 - [g] To receive the Tree Survey for the Grounds undertaken by A Dunford [to follow].

7. HALING DENE CENTRE BUILDING REPORT

Following the discoloured walls in Rooms 16 and 24 and a meeting with Richard Lever from Lever, Turner and Cowdell:

- [a] To receive a report from the above.
- [b] To consider the contents of the above and how the Committee wish to take the matter forward.
- [c] To consider an annual building inspection/contract.

8. HALING DENE CENTRE EVENTS

- [a] To consider if the Committee wish to hold the Pantomime for 2020 [Snow White] at a cost of £1599 undertaken by M & M Productions and if so what would be the ticket cost [2019 – Adult £5.50 and Child £6.50].
- [b] To consider the Haling Dene Centre Events Calendar for 2020/2021.
- [c] To consider the promotion strategy for the above, which includes Weddings and Functions.
- [d] To consider a schedule for Councillors to facilitate/support any Haling Dene events during 2020/2021.

9. VE DAY

- [a] To receive the PA's update on the above.
- [b] To note the next Working Group Meeting will be Wednesday 26th February at 2.00 pm.

10. DATE AND TIME OF NEXT MEETING

Thursday 5th March 2020 at 7.00 pm.

11. 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.

12. STAFF

13. GROUND'S MAINTNENACE TENDERS

To receive and consider the above for the Haling Dene Centre.