

Penkrige Parish Council

Minutes of the Haling Dene Management Committee Meeting
Held on 24th October 2019 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 Anthony Minshall [Chairman]
" Gordon Hawkins [Vice Chairman]
" Bevan Craddock
" Mrs Petula M C Hughes
" Calvert Stonehouse
" Mrs Helen Sutton

Non Committee Members in Attendance were Cllrs Andrew Adams, Victor Kelly, Andrew Lenz and Mrs Vivienne Smith
Also in Attendance Ms L Hough

Part I - Public Session

320. APOLOGIES

Apologies were received from Cllrs Mrs Isabel Ford, David Oldfield and Alan Smallwood.

321. DECLARATIONS OF INTEREST

There was no Declarations of Interest.

322. MINUTES

Resolved

That the minutes of the meeting of the 5th September 2019 be approved as a true and correct record and signed by the Chairman.

323. MATTERS ARISING

The PA advised that she had chased up the River and Canal Trust and was advised that there would be a reply within 10 days.

The Chairman asked that Parker Holland check the radiator valves and pipe in the cellar and confirm in writing the outcome that nothing needs to be addressed at this time.

TGM be chased to give a quotation for the rear lawn.

324. INCOME & EXPENDITURE/BAR TAKINGS

[a] Income and Expenditure printouts for the year to date were received.

[b] The Bar Takings for the year to date were received and noted.

[c] The Functions/Bookings list for the year to date was noted.

325. COMMITTEE BUDGET 2020/2021

Consideration was given to any items of improvements/projects the Committee wished to put forward for consideration to the October F & R meeting.

Resolved that costs be obtained to redecorate the Bar and Marston be asked to put forward their ideas and contribute to the cost.

326. ROOM HIRE CHARGES - 2020/2021

Consideration was given to if Room Hire Charges should be increased for the forthcoming financial year and if so, by what percentage.

Resolved that:

- [i] An analysis be undertaken on the Exclusive Users room hire costs and how they contribute to the building before consideration be given to the Haling Dene Room Hire costs.
- [ii] Future room hire charges be included on the January agenda.

327. HALING DENE PLANNED MAINTENANCE PROGRAMME YEAR 3

Consideration was given to what should be undertaken during Year 3 of the above and how this should be taken forward, taking into account funding available.

The items to be included in the Year 3 PMP are:

- Rear of the building outside lighting
- Car Park lines and see advice on the regulation width
- Electric Charge point for cars
- LED lighting in Rooms 23 and Reception

Cllr Eastwood entered the meeting at 8.23 pm

328. HALING DENE CENTRE

[a] It was noted that following an incident in the Grounds on Sunday 8th September PCSO Poxon had issued 7 ASB Warning Letters and there had been no further incidents.

[b] It was noted that following the resolution made at the 5th September meeting Dog Awareness signs had been placed around the grounds.

[c] Photographs and a quotation was received and considered for the proposed shelter adjacent to the Garden Shed for additional storage from the General Handyman at a cost of £1,145.

Resolved that this item be included on the January Agenda.

[d] It was noted that an Exclusive User of the Haling Dene Centre was a Marketing Company and were prepared to give the Haling Staff basic training.

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

The Chairman advised that he had not contacted the company.

Resolved that this item be included on the January agenda.

329. HALING DENE CENTRE EVENTS

[a] A summary was received for the Ed Sheeran and Billy Flywheel Events held at the Centre.

330. VE DAY

[a] The PA advised that letters had been circulated to all the organisations the Committee had requested and to date only two replies had been received.

The Chairman to chase up Stafford Grammar school with regard to the provisions of a 40s Band.

Resolved that

[i] The Chairman chase up Stafford Grammar school with regard to the provisions of a 40s Band.

[ii] A Working Group meeting be arranged to finalise details.

[b] Consideration was given to the budget required for the above event.

Resolved that a suggested budget of £10,000 was required.

331. HANDYMAN AND CARETAKER VACANCIES

[a] It was noted that interviews for the above two positions had been undertaken on Wednesday 23rd October.

Resolved that an offer had been made for the Caretaker and Handyperson positions.

332. CIVIL CERMONY LICENSE

- [a] It was noted that the above License was due to be renewed at the end of the month with a cost of £1,500.
- [b] Consideration was given to if the Committee wished to renew the License at the Centre due to only having one Civil Ceremony for 2019/2020 and two for 2018/2019.
Resolved that the License be renewed.

333. CHRISTMAS CLOSURE

It was noted that the Haling Dene Centre would close on Friday 20th December 2019 and re-open on Thursday 2nd January 2020.

334. DATE AND TIME OF NEXT MEETING

Thursday 23rd January 2020 at 7.00 pm.

The meeting closed at 8.45 pm

Chairman: _____

Date: _____