

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 5th March 2020 at 8.00 pm** at the Haling Dene Centre.

Yours faithfully

Lesley Hough
Parish Administrator

AGENDA

Part I - Public Session

1. APOLOGIES
2. DECLARATIONS OF INTEREST
3. DISCLOSABLE PECUNIARY INTEREST (DPI)
To note that no DPIs have been received.
4. MINUTES
To approve the minutes of the meeting of 23rd January and to consider matters arising therefrom.
5. 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 January 2020 was £2,103.
 - [d] To receive the Functions/Bookings list for the year to date.
6. HALING DENE CENTRE
 - [a] To note that the lights in the Kitchen have been upgraded to LED at a cost of £230 by Penkrige Electrical.
 - [b] To receive and consider a quotation from Halls for air fresher dispensers in the Centre's toilets at a cost of £14.77 each for the starter kit.
 - [c] To receive a plan of the Severn Trent sewers which run along the rear of the grounds.
 - [d] To receive the Tree Survey for the Grounds undertaken by A Dunford.
 - [e] To receive the Monthly Inspection Report for February for HDC.
 - [f] To receive and consider the draft yearly inspection report.
7. HALING DENE CENTRE BUILDING REPORT
 - [a] To note that all the drains, downpipes and hoppers have now been cleared of debris.
 - [b] To note the valves and water tank in the attic have been checked and there are no leaks.
 - [c] To receive a report on the roof following an inspection by two roofing contractors.
 - [d] To note that if no further damage appears the SSC Conservation Officer will visit the site and give their opinion on how best to repair the damage to the walls/cornice in Rooms 16 and 24.
 - [e] To receive an update on the Building Maintenance Programme.

8. HALING DENE CENTRE EVENTS

- [a] To consider a Haling Dene Centre Events Calendar for 2020/2021 and which budget the funding will be taken from.

9. VE DAY

- [a] To receive the PA's update on the above.
[b] To receive and consider the production of A3 Laminated Posters for the event.
[c] To draw up a rota for the running of the events on Friday 8th and Sunday 10th May.

10. STAFF HOUSE

- [a] To note the tenants have renewed the lease for a two year period.
[b] To receive and consider two quotations to have the fence panels replaced at the above property.

11. HALING DENE BAR

Following the decision made at the February Full Council meeting to consider to what extent the Committee wish to have work undertaken on the Public Bar.

12. AFTERNOON RECEPTIONIST

To note that the above position has now been appointed.

13. DATE AND TIME OF NEXT MEETING

Thursday 21st May 2020 at 8.30 pm

14. 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.