

Penkrige Parish Council

Minutes of the Haling Dene Management Committee Meeting
Held on 23rd January 2020 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 Isabel G A Ford
“ Mrs Petula M C Hughes
“ David Oldfield
“ Calvert Stonehouse
“ Mrs Helen Sutton

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

Part I - Public Session

335. APOLOGIES

An apology was received from Cllr Andrew Adams.

336. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

337. MINUTES

Resolved

That the minutes of the meeting of the 24th October 2019 be approved as a true and correct record and signed by the Chairman.

338. MATTERS ARISING

323 – Matters Arising

Canals and Riverway Trust – this item be chased up.

HDC Rear Lawn

Two quotations were received from TGM:

Quote 1 – for £440 + VAT to weed and feed the rear lawn at the Haling Dene Centre

Quote 2 – for £4,756 + VAT to regards an area of 350m² of the rear lawn

Councillors approved the quotation for £440 + VAT to weed and feed the rear lawn but asked if Severn Trent could give advice and a camera be placed in the rear sewer drain to see if there was any damage.

Bar Refurbishment – the PA advised that she had met with a representative from Marston who informed her to obtain quotations and Marston's could then calculate an extra cost per barrelage to re-pay the money borrowed to undertake the refurbishment.

Resolved that:

[i] TGM quotation be approved for £440 + VAT to weed and feed the HDC rear lawn.

[ii] Severn Trent could give advice and a camera be placed in the rear sewer drain to see if there was any damage.

339. 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] It was noted that the deficit on the Public Bar at the end of December 2019 was £2,220. Councillors raised the above matter; the Chairman advised Councillors that if they wished to discuss this they should ask the PA to place it on an agenda.
- [d] The Functions/Bookings list for the year to date was noted.

340. ROOM HIRE CHARGES - 2020/2021

Consideration was given to the Room Hire Charge increases for the forthcoming financial year.

Resolved that the room hire costs be increased to:

- [i] Ad Hoc, Regular and Functions be increase by two per cent.
- [ii] Exclusive Room hire be increased by five percent.

341. HALING DENE CENTRE

- [a] A quotation was received and considered from Penkridge TV & Electrical to upgrade the lighting in the Reception Office and Room 23 at a cost of £318.00.

Resolved that the above quotation be approved.

- [b] It was noted that a skip was hired in December at a cost of £228 to clear the Compound, Garden Shed and outside storage area.
- [c] It was noted 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] It was noted that the General Handyman was to clear all gutters/gullies of debris at the Haling Dene.
- [e] The Chairman advised that he had not been in contact with Burntwood Drains.
- [f] Consideration was given to changing the Telephone and broadband supplier.
Resolved that the PA obtain quotations and these be placed on a future agenda.
- [g] It was noted that the Tree Survey had been undertaken and there was no major concerns and the report would be received shortly and placed on the 5th March agenda for consideration.

342. 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] A report from the above was received.
- [b] Consideration was given to the contents of the above and how the Committee wished to take the matter forward.

Resolved that:

- [i] The gutters/down pipes and hoppers be cleared of all debris and make free flowing as a matter of urgency.
- [ii] Quotations be obtained to replace the slate tiles and check there is no water damage from the ingress of water to the wood/felt underneath.
- [ii] Make contact with SSC Conservation Officer with regard to the ceiling and cornice damage in Rooms 16 and 24.
- [iv] Investigation to the water tank in Room 29 Attic and metal down pipe in Room 16.

- [c] Consideration was given to an annual building inspection/contract. Councillors agreed that there should be a monthly check of the building and updates placed on the Haling Dene agendas and a Yearly Inspection document be compiled and placed on the March agenda for consideration.

Resolved that:

- [i] There be a monthly check of the building and updates placed on the Haling Dene agendas.
- [ii] A Yearly Inspection document be compiled and placed on the March agenda for consideration.

343. HALING DENE CENTRE EVENTS

[a] Consideration was given to if the Committee wished 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].

Resolved that the above be approved and the ticket costs be £6.00 per adult and £7.00 per child.

[b] Consideration was given to the Haling Dene Centre Events Calendar for 2020/2021.

Resolved that:

[i] The Working Group meets to discuss the above.

[ii] The PA advised that there has to be a budget within the Haling Dene budgets to pay events from.

[c] Consideration was given to the promotion strategy for the above, which included Weddings and Functions.

[d] Consideration was given to a schedule for Councillors to facilitate/support any Haling Dene events during 2020/2021.

The Chairman said he thought that members of the Haling Dene Committee should be in attendance at events to ensure everything runs smoothly and deal with any queries.

344. VE DAY

[a] The PA's update on the above was received.

A copy of the VE75 letter to schools be circulated to all Councillors

[b] It was noted that the next Working Group Meeting would be Wednesday 5th February at 10.30 am.

345. DATE AND TIME OF NEXT MEETING

Thursday 5th March 2020 at 8.30 pm.

346. 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.

Part II - Private Session

347. STAFF

[a] The Committee approved the current Cleaner, Caroline Draper, take the role of Assistant Caretaker.

Resolved that that the above be approved.

[b] It was noted that interviews for the Afternoon Receptionist had been held on Wednesday 22nd January.

348. GROUNDS MAINTNENACE TENDERS

Consideration was given to the above for the Haling Dene Centre.

Resolved that:

[i] The Grass Cutting Contract be awarded to Trent Grounds Maintenance

[ii] The Horticultural and Planting Contracts be awarded to Stafford Borough Council

The meeting closed at 8.45 pm

Chairman: _____

Date: _____