

Penkrige Parish Council

Minutes of the Haling Dene Management Committee Meeting
Held on 5th March 2020 at 8.00 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	
"	Alan Smallwood	

Non Committee Members in Attendance were Cllrs Andrew Adams, Ms Gail Ballance, John Eastwood, Victor Kelly, Andrew Lenz and Mrs Vivienne Smith

Also in Attendance Ms L Hough

Part I - Public Session

349. APOLOGIES

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

350. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

351. DISCLOSABLE PECUNIARY INTEREST (DPI)

There had been no DPI requests received.

352. MINUTES

Resolved

That the minutes of the meeting of the 23rd January 2020 be approved as a true and correct record and signed by the Chairman.

The Chairman said that there were a number of areas in the minutes that were incorrect according to his notes, the changes were:

The discussion with regard to the Public Bar should have been placed firstly on the Haling Dene agenda then, if the Committee agreed, referred to the Full Council.

Also the in-house Marketing company who were going to give the staff marketing training be invited to the next VE Working Group meeting.

The PA said she had checked the recording and her notes and they did not agree with the Chairman's notes.

353. MATTERS ARISING

Councillors asked that the PA check on the dates for the Marketing training for Staff.

354. 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 January 2020 was £2,103.

The PA advised as at the end of February the deficit was £4,975.

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

355. HALING DENE CENTRE

- [a] It was noted that the lights in the Kitchen had been upgraded to LED at a cost of £230 by Penkrige Electrical.
- [b] A quotation was received and considered from Halls to have air freshener dispensers in the Centre's toilets at a cost of £14.77 each for the starter kit.
Resolved that the air freshener dispensers are purchased from Halls for the Centre's toilets at a cost of £14.77 each for the starter kit.
- [c] The Chairman asked that in relation to Corona Virus procedures be given to the cleaning staff and Notices be placed in the Centre. The Committee agreed that the Council should follow the Government Guidelines.
Resolved that:
[i] Corona Virus procedures be given to the cleaning staff.
[ii] The Council should follow the Government Guidelines.
- [c] A plan of the Severn Trent sewers which run along the rear of the grounds was received. It was agreed that there be no further discussion on the rear lawn.
Resolved that there be no further discussion on the rear lawn.
- [d] The Tree Survey for the Grounds undertaken by A Dunford was received.
Resolved that the report be forwarded to Steve Dore and a quotation for the required work be placed on the May Haling Dene Agenda.
- [e] The Monthly Inspection Report for February for HDC was received.
- [f] Consideration was given to the draft yearly inspection report.
Resolved that:
[i] South Staffordshire Council's Building Control be asked if they would undertake a yearly survey and the cost.
[ii] Costs be obtained from Independent Companies for a yearly survey.
[iii] This item be included on the May Haling Dene agenda.

356. HALING DENE CENTRE BUILDING REPORT

- [a] It was noted that all the drains, downpipes and hoppers had now been cleared of debris.
- [b] It was noted that the valves and water tank in the attic had been checked and there were no leaks.
- [c] The PA advised that she had approached several companies to review the Centre's roof following the report from Lever, Turner and Cowdell. Several companies had not returned the phone calls and others advised they were too busy. Paul Wright was due to visit and have a look at the roof and the Chairman asked he be advised when he was attending.
- [d] It was noted that if no further damage appeared the SSC Conservation Officer would visit the site and give their opinion on how best to repair the damage to the walls/cornice in Rooms 16 and 24.
- [e] The PA gave an update on the Building Maintenance Programme.
Quotations would be obtained for the car park white lining and lights at the rear of the building and placed on the May Haling Dene agenda for consideration.
Resolved that quotations be obtained for the car park white lining and lights at the rear of the building and placed on the May Haling Dene agenda for consideration.

357. HALING DENE CENTRE EVENTS

- [a] Consideration was given to the Haling Dene Centre Events Calendar for 2020/2021 and which budget the funding would be taken from.
The Committee discussed several options for events.
Resolved that an Events meeting be held on Thursday 12th March at 6.00 pm and the meeting be open to all Councillors.

358. VE DAY

- [a] The PA's update on the above was received.
She advised that there had been 41 replies for the Street Party but an advert had been placed in the Penkridge Advertiser reminding Parishioners to return their slips.
The Fair who attended the Traditional Victorian Event was not available for Friday 8th May.
The Scout Explorers to help out on the day which would count towards their Queen Scout Award and they be invited to the next Working Group meeting.
A3 posters be displayed for each day's events.

Resolved that:

- [i] The Chairman to pass on the contact details for an alternative Fair to the PA.
[ii] The Scout Explorers to help out on the day and they be invited to the next Working Group meeting.
[iii] A3 posters be displayed for each day's events.
[iv] Letter to all businesses and advising of a best dressed shop window competition.
- [b] Consideration was given to the production of A3 Laminated Posters for the event at a cost of £2.00 each.
- Resolved** that the selection of posters be decided at the next VE75 Working Group meeting.
- [c] To draw up a rota for the running of the events on Friday 8th and Sunday 10th May.

Resolved that:

Friday Day and Evening

Cllrs Andrew Adams, John Eastwood, Mrs Petula Hughes, Victor Kelly Tony Minshall, Mrs Viv Smith and Helen Sutton.

Sunday – Cllrs Andrew Adams, Ms Gail Balance, John Eastwood, Gordon Hawkins, Mrs Petula Hughes, Victor Kelly Tony Minshall, and Helen Sutton

359. STAFF HOUSE

- [a] It was noted that tenants had renewed the lease for a two year period.
[b] Quotations were received and considered to have the fence panels replaced at the above property.

Resolved that the quotation be approved from Penkridge Fencing at a cost of £1,800 to have the panels, posts and gravel boards replaced.

360. 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.
As the meeting had run out of time to discuss the above it would be discussed at the Events meeting on 12th March.

361. AFTERNOON RECEPTIONIST

It was noted that the above position had now been offered to and accepted by Mrs Helen Green and references had been obtained.

362. DATE AND TIME OF NEXT MEETING

Thursday 21st May 2020 at 8.30 pm

363. 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.

The meeting closed at 10.00 pm

Chairman: _____

Date: _____