

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

22nd October 2021

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 28th October 2021 at 7.00 pm.**

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 22nd July and the additional meeting of 4th August 2021 and to consider matters arising therefrom.
4. INCOME/EXPENDITURE
[a] To receive the Haling Dene Management printouts for the year to date.
5. COMMITTEE BUDGET 2022/2023
To note the item of improvement/project for the 2022/2023 financial year will be the Boundary Wall.
6. ROOM HIRE CHARGES - 2022/2023
[a] To consider if the Committee wish to increase the Room Hire Charges for the coming financial year.
[b] To consider if ad-hoc hourly charges should be introduced.
7. HALING DENE PLANNED MAINTENACE PROGRAMME YEAR 5
To consider what should be undertaken during Year 5 of the above and how this should be taken forward, taking into account funding available.
8. HALING DENE CENTRE
[a] To receive and consider a quotation from Penkridge Electrical to have the lights upgraded to LED in Rooms 25, 26, 28, 29 and 30 at a cost of £895.55, Rooms 31, 32 and 33 [quotation to follow] and the landing lights on the second floor at a cost of £122.
[b] To receive and consider a quotation from Emerald Telecom to upgrade the Council's phone system.
[c] To receive and consider quotations to replace the carpet in the Bar Area and room 11 and to approve payment by the use of the Capital Budget of £6,000.
[d] To receive and consider a quotation from TJB to replace the outside Fire Door in the Bar at a cost of £950 plus VAT.
[e] To receive and consider a quotation to repair the front entrance porch at a cost of £875 plus VAT.

8. HALING DENE CENTRE [Cont'd]
 - [f] To receive the HDC Monthly Inspection Report for October.
 - [g] To note TJB have been requested to give a costing for a yearly Maintenance Inspection for the external of the building.
 - [h] To consider holding Afternoon Teas in the Bar Area with an outside Caterer to provide the service.

9. BOUNDARY WALL

To receive an update on the above from the Chairman.

10. HALING DENE CENTRE BAR

To receive the PA's update on the above.

11. QUEENS PLATINUM JUBILEE

To receive the PA's update on the above.

12. CHRISTMAS CLOSURE

To note the Haling Dene Centre will close on Wednesday 22nd December 2021 and re-open on Tuesday 4th January 2022 [Public Holidays 3 days and Staff Holidays 5 days].

13. DATE AND TIME OF NEXT MEETING

Thursday 27th January 2022 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.