

Penkridge Parish Council

Haling Dene Centre
Cannock Road
Penkridge
Stafford
ST19 5DT

21st March 2019

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 March 2019 at 7.00 pm** at the Haling Dene Centre.

Yours faithfully

Lesley Hough
Parish Administrator

AGENDA

Part I - Public Session

1. APOLOGIES
2. DECLARATIONS OF INTEREST
3. MINUTES
To approve the minutes of the meeting of 24th January and to consider matters arising therefrom.
4. INCOME/EXPENDITURE
 - [a] To receive the Haling Dene Management printouts for the year to date.
 - [b] To consider committing £6,000 from the HDC budget - Building/Heating/Maintenance Budget to the HDC Heating/Electrical Reserve.
 - [c] To receive the Bar Takings to date.
 - [d] To receive the Functions/Bookings list for the year to date.
5. MARQUEE
 - [a] To receive and consider a quotation to have the canopy replaced.
6. HALING DENE PLANNED MAINTENACNE PROGRAMME YEAR 2
 - [a] To approve the PA's Action in conjunction with the Chair of Council and Chair of the Haling Dene Management for the Asbestos Survey to be undertaken by First Environmental Limited at a cost of £1,295 plus VAT.
 - [b] To note that a Fire Risk Assessment was undertaken at the Centre in February 2019 and showed no initial problems but suggested a fire alarm engineer be commissioned to ensure the existing alarm system has been installed in accordance with BS5839.
 - [c] To note that following the boiler service the boiler is running efficiently and in good working order.
 - [a] To receive and consider quotations to have the below work undertaken as part of the above:
 - 2.5 Install TRVs & LSVs to all radiators
 - 2.11 Insulate all exposed MCM pipework with foil faced phenolic insulation
 - 3.2 Check Distribution Board
 - 3.3 Provide RCD Protection to all circuits
 - 3.6 Check that the fire alarm systems are standardised and that there is a sensor/alarm in the cellar
 - 3.12 Data Cables to be included under 3.3

7. HALING DENE CENTRE

- [a] To note that the Hearing Loop has now been fitted into room 16.
- [b] To receive and consider quotations to have new batteries for the Microphone System.
- [c] To receive and consider an email from the Penkridge First Responders to have the AED Battery and 'optical' paediatric pads replaced.
- [d] To receive and consider a quotation to have the Room 1 lights changed to LED.
- [e] To consider the lawn maintenance at the rear of the Centre.

8. FUTURE EVENTS

- [a] To receive and consider the updated list for the above.
- [b] To receive and consider including a budget header of 'HDC Events' where the expenditure for the above are made.
- [c] To receive an income/expenditure break down from the events already held to date.

9. HALING DENE CENTRE FUNCTIONS

To consider if the Committee wish to explore the option of having dedicated Caters and Room Dressers for the Centre's future functions

10. DATE AND TIME OF NEXT MEETING

Thursday 23rd May 2019 at 7.00 pm.