

Penkrige Parish Council

Haling Dene Centre
Cannock Road
Penkrige
Stafford
ST19 5DT

20th October 2023

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 26th October 2023 at 7.00 pm** in Room 16 at the Haling Dene Centre.

Yours faithfully

Lesley Hough
Parish Administrator

AGENDA

Part I - Public Session

Members of the Council and Public in attendance to declare if they are video/audio recording the meeting.

1. APOLOGIES
2. DECLARATIONS OF INTEREST
3. DISCLOSABLE PECUNIARY INTEREST (DPI)
4. MINUTES
 - [a] To approve the minutes of the meeting of 27th July 2023 and to consider matters arising therefrom.
 - [b] To receive the Follow Up Sheets from the July meeting.
5. INCOME/EXPENDITURE
 - [a] To receive the Haling Dene Management printouts for the year to date.
6. COMMITTEE BUDGET 2024/2025

To note the item of improvement/project for the 2024/2025 financial year will be as per the one year plan.
7. ROOM HIRE CHARGES - 2024/2025
 - [a] To consider if the Committee wish to increase the Room Hire Charges for the coming financial year.
8. HALING DENE PLANNED MAINTENACE PROGRAMME YEAR 7

To consider what should be undertaken during Year 7 of the above and how this should be taken forward, taking into account funding available.

9. HALING DENE CENTRE

- [a] To receive the HDC Monthly Inspection Report for October.
- [b] To approve the PA's action in conjunction with the Chair and Vice Chair of Council for a Roof Chimney Survey above Room 29 following a high damp reading, the Survey to be undertaken by the council's approved Contractor TJB Properties at a cost of £846.50.
- [c] To receive and consider a quotation from Polar Air Conditioning to replace the Cellar Refrigeration System at a cost of £2,980 plus VAT.
- [d] To receive and consider quotations to refurbish the ground floor ladies and gents toilets,

10. HALING DENE HOUSE

- [a] To consider if the Committee wish to increase the rental for the above from January 2024.

11. CHRISTMAS CLOSURE

- [a] To note the Haling Dene Centre will close on Wednesday 20th December 2023 at 5.00 pm and re-open on Wednesday 3rd January 2024 [Public Holidays 2 days and Staff Holidays 6 days].

12. DATE AND TIME OF NEXT MEETING

Thursday 25th January 2024 at 8.30 pm.

13. 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.