TANGMERE PARISH COUNCIL

Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 10 OCTOBER 2006

Present: Anne Poulter (Committee Chair), Andrew Irwin (PC Chair), Andrew Grice (Committee Vice Chair), Helen Punnett (Finance Chair), Michael Clue and Roger Birkett.
John Rudkin, Judy Simnett and Pat Norman (Users Group representatives) and Simon Oakely (Users Group Chairman).

Apologies: George Barlow – on holiday, Roger Birkett, Christine Baker and Hilary Nation.

228. REVIEW OF FOOTBALL TEAMS USE OF VILLAGE CENTRE'S FACILITIES

228.1 The Chairman had tried to contact a representative of each of the two football teams to invite them to attend the meeting but none were able to attend.

228.2 The Committee discussed the two team's use of the facilities. It noted that the Saturday team had made an effort to keep the changing rooms clean and had passed on contact and fixture details. One of the teams has been using the facilities during the week.

228.3 The Committee AGREED that if there is a continued misuse of the facilities by either team the League will be informed of their conduct and the facilities withdrawn. The Clerk is to inform both teams of this.

229. DANCE CLUB'S OUTSTANDING DEBT

229.1 The Dance Club organiser had been invited to the meeting to discuss repayment of the outstanding debt, as her third weekly direct debit had not been received. The organiser was unable to attend due to work commitments and had contacted the Clerk to clarify the situation. There had been some confusion at her bank regarding a number of her direct debits and she had assured the Clerk that she would double the next week's payment. The Clerk is to monitor the payments.

229.2 The Committee AGREED that all new groups should be billed monthly until they have become established to prevent any future debts being accumulated.

230. MINUTES OF MEETING HELD ON 15 AUGUST 2006

230.1 The minutes of the meeting held on 15 August 2006 were approved and signed as a correct record by the Committee Chair.

231. MATTERS ARISING

231.1 (a) **Paragraph 211.5 Thermostat:** if the thermostat were to be boxed in it would affect its mechanism. An alternative would be to put a cage around it or use a ventilated box.

(b) **Paragraph 221.1 (c) Tiling & Lights:** This work is to be carried at the same time as the portable appliance testing. The Committee noted that the grouting on the gable end of the hall needs replaced after being damaged by footballs.

(c) **Paragraph 214.8 Small Hall Fire Door:** The order has been placed and the doors will be constructed offsite and installed in November.

(d) **Paragraph 221.1 (g) Car Park Fence:** The second piece of fencing has broken. The Chairman is to arrange the replacement of the two missing runs.

(e) **Paragraph 222.3 Inventory:** The Village Centre Manager had drawn up a rough inventory. The Committee Chair has now completed a full inventory and there appears to be two large tables missing.

(f) **Paragraph 222.4 Soundproofing:** Mike Nation has agreed to put a baton to hang the curtain.

(g) **Paragraph 225.3 Car Park**: the Committee discussed the Medical Centre's contribution towards the upkeep of the carpark. The amount will be reviewed by the Finance Committee when next year's budget is drawn up.

(h) **Paragraph 227.**5 **Paving Slabs**: these were damaged by CDC's waste collection truck driving over them. CDC has agreed to pay for the repairs but has asked for two quotes. It was suggested that a bollard be erected to prevent vehicles accessing this area.

(i) **Paragraph 221.1 (h) Players Storage Cupboards**: are now finished and the surface will be used as a noticeboard.

(j) **Paragraph 222.5 Village Centre Manager**: The previous manager's tenure has been cancelled. The position was reviewed by the Committee Chair and the Chairman and divided into two. A new job description has been drawn up for the VC Manager's position and Julia Grice has been appointed. Her duties will be looking after the maintenance of the centre and arranging any necessary repairs. Two and a half hours per week have been allocated. The Clerk is to take over the bookings as 1 November and this has been allocated one hour per week. The Committee APPROVED the appointments of Julia Grice as VC Manager and the Clerk as Bookings Officer.

(k) **Paragraph 223.4 Camera Club's Cheque:** this cheque has cleared and the Club invoiced for the bank charges. A second cheque from the Tangmere and Boxgrove Conservative Association has bounced and is currently being represented.

(l) **Item 226 Gas and Electricity Report:** the Committee noted that the Clerk had incorrectly been advised as to the end of the electricity contract which is the end of July 2007 rather than September 2006. The existing supplier had offered a special discounted rate until September 2007 (see Minute Book for details). The Committee AGREED to accept the discounted rate and will review the contract in August 2007.

232. MANAGEMENT REPORT

232.1 The new Village Centre Manager will give her report in this section from the next meeting onwards. The Committee Vice Chair gave the following verbal report in her absence:

- the criminal damage to the Centre had been reported to the Community Wardens and the police who have agreed to monitor the situation.
- The window of the visiting French Twinning Society's coach had been smashed whilst they had attended the dinner at the Centre.
- Damage to noticeboards: the police have said that an arrest will be made subject to the receipt of witness statements.

- Youth Club: soap had been crushed and walked into the carpet. Youths attending the club and some hangers-on had been involved with some of the damage at the Centre. The Community Wardens have made attendance at the Centre on Monday evenings a priority. As the County Council is ultimately responsible for the running of the Youth Club if there is a problem it should be contacted. The Chairman is to contact the Youth Leader and County.

232.2 The Committee Chair gave the following verbal report:

- The Camera Club had requested that the locks on the overflow carpark posts be oiled.
- The central heating will be switched on at the end of the month..
- Almost half the cups have gone missing.
- The kitchen light is causing problems – to be checked at same time as PAT.

233. REGULAR FINANCIAL REPORT

233.1 The Committee noted that the following payments had been made into the Village Centre bank accounts since 1 August – 30 September 2006:

DATE	AMOUNT £	DEPOSIT SLIP	PAYEE	DESCRIPTION
01-Aug-06	30.00	756	Mrs Taylor	Children's Party
01-Aug-06	90.00	756	Ms Kite	Party
01-Aug-06	50.00	756	Dance Club	2 x weekly debt payment
01-Aug-06	30.00	756	Mr Parker	Children's Party
01-Aug-06	27.50	756	Mr Irwin	Virgin Cosmetics Football Match
01-Aug-06		756	Camera Club	Quarterly Bill - cheque refused
01-Aug-06	30.00	756	Tangmere Museum	Use of VC chairs and tables
01-Aug-06	348.87	756	Tangmere Players	Quarterly Bill
01-Aug-06	45.00	756	Mrs Mckenzie	Party
01-Aug-06	26.40	756	Mrs Odell	Ballroom Dancing
18-Aug-06	194.51	757	Mumbaba	Quarterly Bill
18-Aug-06	234.00	757	Tangmere Cricket Club	Quarterly Bill
18-Aug-06	73.50	757	Garden Club	Quarterly Bill
18-Aug-06	63.00	757	Flower Club	Quarterly Bill
18-Aug-06	596.40	757	Camera Club	Represented for third time
18-Aug-06	30.00	757	Dance Club	Debt payment
18-Aug-06	13.20	757	Mrs Odell	Ballroom Dancing
18-Aug-06	482.60	D/S	CDC	Rates
11-Sep-06	75.45	758	WI	Quarterly Bill
11-Aug-06	20.00	758	Activeo	Deposit
11-Aug-06	25.00	758	Conservative Association	Deposit
11-Sep-06	30.00	758	Saxon Meadow Assoc	Meeting
11-Sep-06	72.60	758	Mrs Odell	Ballroom Dancing
11-Sep-06	300.00	758	TPC	VC Manager's salary
18-Sep-06	482.60	D/D	CDC	Rates
22-Sep-06	30.00	759	Mrs Green	Children's party

22-Sep-06	76.00	759	Irish Dancing	Quarterly Bill
22-Sep-06	36.40	759	Mrs Odell	Ballroom Dancing
22-Sep-06	275.83	BAC	Western Sussex PCT	Quarterly Bill
29-Sep-06	11.32	BAC (BIAR)	RBS	Interest to 29 September 2006
TOTAL	**2,607.48**			

233.2 The Committee RESOLVED that the following payments since 1 August – 30 September 2006 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
15/08/2006	100.00	1095	Mrs K Cleavely	VC Manager's Salary
15/08/2006	482.60	D/D	CDC	Rates
22-Aug-06	141.00	1096	Mrs J Grice	Cleaner's Salary
22-Aug-06	10.00	1097	Mrs A Poulter	Rose Trees
22-Aug-06	84.24	1098	Tangmere Parish Council	VC Accounts
24-Aug-06	8.00	BAC	RBS	Bank Charges re Camera Club
29-Aug-06	8.00	D/D	Portsmouth Water	Water bill
29-Aug-06	172.00	D/D	Scottish Power	Electricity bill
11-Sep-06	23.51	1099	Scottish Power	Gas bill
11-Sep-06	52.64	1100	Mrs A Poulter	Cleaning Materials
11-Sep-06	139.50	1101	Mrs J Grice	Cleaner's salary
15-Sep-06	100.00	1102	Mrs K Cleavely	VC Manager's final salary
18-Sep-06	482.60	D/D	CDC	Rates
21-Sep-06	84.24	1103	Tangmere Parish Council	VC Accounts
21-Sep-06	19.26	1104	Mr S Oakley	UG Chairman's expenses
22-Sep-06	4.00	BAC	RBS	Bank charge - re Credit slip
26-Sep-06	3.05	1105	CDC	Inc in quarterly waste coll payment
28-Sep-06	8.00	D/D	Portsmouth Water	Water
28-Sep-06	172.00	D/D	Scottish Power	Electricity Bill
TOTAL	**2,094.64**			

233.3 The bank balances are as follows:

Balances as at 10/10/06

Current Account	£571.00
Deposit Account	£2,888.17
Total	***£3,459.17***

233.4 An electricity rebate of £1,359.18 had been received and the monthly direct debit will be reduced from £172.00 to £100.00.

233.5 The Committee AGREED that the Committee Chair should be given permission to purchase additional cups for the Centre.

234. MANAGEMENT ACCOUNTS REPORT

234.1 The Chairman had produced a management accounts report (for copy see Minute Book). The current forecast is for a small surplus due to the Parish Council paying for building repairs.

234.2 The report contained an error on the amount paid by the Youth Club. The Tangmere Players invoice had been incorrectly input by the Clerk as the Tangmere Youth Club.

235. USERS' GROUP REPORT

235.1 A copy of the minutes of the last UG's meeting is enclosed in the Minute Book. The Clerk is to ensure that they are circulated before the meeting to allow members time to read them. The Clerk requested a soft copy from the UG's Chairman to speed up circulation.

235.2 **Anti-climb paint**: it will require touching-up after the winter.

235.3 **Marketing Leaflet:** the UG requested that contact details be added to the website leaflet.

235.4 A kitchen roll dispenser is requested. The Committee Chair will look into the matter.

235.5 **Overflow car park sign:** to be included in the repairs to the fence quote.

235.6 **Projector pole:** a replacement was requested.

235.7 **Floors:** some are remaining wet for a long time – this may be overcome once the heating is on. The Cleaner will draw up a cleaning routine during half term.

235.8 **Weedkilling:** a second spray had been done round the Centre and the front of the car park but not round the tennis courts. The Chairman will spray the area around the tennis courts.

235.9 **Gardening**: it was recommended that more hawthorn be planted and be allowed to grow to three feet.

235.10 The Youth Club will be used as part of St Andrews Fayre on 25 November.

236. PORTABLE APPLICANCE TESTING

236.1 The Clerk had contacted a company used by District Council for PAT. A rate of £1.50 per item was quoted. The Committee AGREED to accept the quote and Monday, 6 November was selected as a suitable date subject to the availability of an engineer.

236.2 The Camera Club had asked if there was an induction loop available in the Centre. The Committee were informed that wiring was in place in the Main Hall but the equipment had not been installed. Judy Simnett agreed to obtain quotes for the equipment and the installation of the system.

237. NEW FIRE SAFETY REGULATIONS

237.1 New regulations had come into force as of 1 October. The regulations require that a designated 'responsible' person be responsible for the fire risk assessment of the Centre. The Chairman volunteered to draw up the required assessment form for the Centre.

237.2 The Committee AGREED that the Chairman should be appointed as the 'responsible' person for the fire risk assessment.

238. ANY OTHER MATTERS FOR INFORMATION

238.1 There were no matters for information.

Date of next meeting: 12 December 2006