

TANGMERE PARISH COUNCIL

Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 12 December 2006

Present: Anne Poulter (Committee Chair), Andrew Irwin (PC Chair), Christine Baker (Vice Chair), Andrew Grice (Committee Vice Chair), Helen Punnett (Finance Chair) and George Barlow.

John Rudkin, Judy Simnett and Travers Johnson (Users Group representatives) and Simon Oakely (Users Group Chairman).

Apologies: Michael Clue and Roger Birkett – work commitments.

239. CHAIRMANSHIP OF THE MEETING

239.1 The Committee Chair requested that the Committee Vice Chair take on the role of Acting Chair of the meeting. The Committee AGREED and the Committee Vice Chair took the Chair.

240. MINUTES OF MEETING HELD ON 10 OCTOBER 2006

240.1 The minutes of the meeting held on 10 October 2006 were approved and signed as a correct record by the Acting Chair subject to the change in paragraph 235.9 from ‘more of the hawthorn has been planted and will grow to three feet.’ to ‘it was recommended that more hawthorn be planted and it be allowed to grow to three feet.’.

241. VILLAGE EVENT

241.1 Travers Johnson gave a brief overview of the proposed village event. The chief organiser will be Hilary Nation and a committee consisting of John Simnett, Debbie Shawcross, Clare Butler, Andrew Irwin, Simon Oakley, the Community Wardens, Mike Nation and Paul Neary has been set up. The aim of the event is to encourage village activity and entertainment for all ages in the village. The event will be known as Tangmere Celebrates 2007 (TC07) and will take place on Saturday, 16 June. The Museum will be celebrating its 25th anniversary on Sunday, 17 June and the two events will liase with each other. The Parish Council has agreed a grant of £1,000 towards the cost of the event which will be administrated by the Council. Other grants will be sought. A draft list of events and a schedule will be agreed at the meeting to be held the second week in January. The Rotary Club has been asked to marshal the event and the Bader Arms will provide the alcohol licence and a bouncy castle. A representative from TC07 will attend User Groups and Parish Council meetings to ensure smooth communication.

241.2 One of the Councillors welcomed the staging and support work for the event. Travers Johnson then left the meeting.

242. MATTERS ARISING

242.1 (a) Paragraph 229 Dance Club: regular weekly payments have been received from the Dance Club.

- (b) **Paragraph 231.1 (a) Thermostat:** As stated at the last meeting, boxing in the thermostat will affect the mechanism. User Groups are asked to contact the Village Centre Manager if there is a problem with the heating.
- (c) **Paragraph 231.1 (b) Tiling and lights:** The repairs had been carried out but the lights had been vandalised within four days – metal cages were suggested. There is no supply to two out of three lights. A catalogue with suitable lights has been requested from the electrical contractor.
- (d) **Paragraph 231.1 (c) Small Hall Fire Door:** external paint still required.
- (e) **Paragraph 231.1 (f) Soundproofing:** The new curtain rail needs some adjusting to hold the weight of the curtain but it was noted that it appears effective. Further soundproofing may be possible with an extra curtain on the Small Hall side.
- (f) **Paragraph 231.1 (g) Car Park:** the Medical Centre's contributions will be reviewed at the next Finance Committee meeting on 13 December.
- (g) **Paragraph 231.1 (h) Paving Slabs:** the UG Chairman reported that two of the slabs move and the corner of slab is slightly raised. The Village Centre Manager will check the slabs.
- (h) **Paragraph 232.1 Notice boards:** it will cost approximately £600 to replace the two vandalised notice boards. As the damage had been reported to the police a crime reference number has been allocated and therefore an insurance claim can be made.
- (i) **Paragraph 235.3 Marketing Leaflet:** the Clerk had requested that the contact details be updated on the website. All previous minutes have been forwarded to the web designer for uploading. The Clerk has a meeting with the designer for training on the new software in the second week of January.
- (j) **Paragraph 235.4 Kitchen Roll Holder:** one had been found in the cleaner's cupboard and refills had been bought and put in the cleaning cupboard. It is to be located by the washbasin in the kitchen.
- (k) **Paragraph 235.5 Overflow car park:** the Clerk is to order a sign. The Committee noted that on Friday mornings the car park is very busy and that additional parking is required. It was suggested that 'No Parking' should be painted by the recycle bins in fluorescent paint. Spot on Theatre Productions is to be given a key for the overflow car park.
- (l) **Paragraph 235.6 Projector Pole:** a red one is in place.
- (m) **Paragraph 235.8 Weedkilling:** The Committee Vice Chair has cut back the weeds by the tennis courts and the Chairman will spray the area with weedkiller in the Spring.
- (n) **Item 236. PAT:** the testing has taken place and the invoice received. The Committee AGREED that the Village Centre will pay for all the portable appliance testing performed this year but that next year User Groups will be expected to pay for the testing of each piece of their equipment. The new boilers will require an annual service and the Clerk is to pass on the contact details to the Village Centre Manager.
- (o) **Paragraph 233.5:** additional crockery had been purchased and there are now 100 settings available.

- (p) **Paragraph 235.1 UG Minutes:** a hard copy of the minutes had been scanned by the Clerk and circulated to members via email prior to the meeting.

242.2 The Committee Chair thanked the Committee Vice Chair for all his work at the Centre

243. MANAGEMENT REPORT

243.1 The Village Centre Manager gave the following verbal report:

- The window broken by a youth has been repaired and the Clerk has passed on the invoice to the PCSO who will contact the youth's parents.
- Three windows in the Youth Club are broken and a quote for their repair requested but not yet received. It was noted that special glass is required.
- John Rudkin was thanked for speaking to the Youth Club regarding the recent vandalism to the Centre.
- Some bushes have been cut and the tennis courts brambles cleared. More gardening will be carried out in the spring.
- The wall underneath the dado rail in the main hall has been painted.
- The path has been repaired.
- The fire alarms have been tested. The extinguishers have also been filled and tested and new fire signs purchased.
- Two tonnes of stones had been put on the area of the car park which floods and an additional two tonnes have been ordered.
- The Christmas tree is to be decorated.
- The Sunday Football Team's behaviour is still unsatisfactory.

243.2 The Committee discussed the Sunday Football Team's treatment of the facilities and the lack of payment. The Committee AGREED that a final warning should be sent to the Treasurer stating that unless the team's treatment of the facilities does not improve with immediate effect the facilities will be withdrawn without further notice. No further warnings will be given. The team will be asked to bring all payments up to date.

243.3 The Village Centre Manager and George Barlow left the meeting.

243.4 The Committee Chair informed the Committee that Fishbourne Primary School is selling eleven Gopak tables for £20 each. The Committee APPROVED the purchase of all eleven of the tables.

243.5 The Committee noted that at present more hours are required for the Centre Manager than the agreed two and a half hours per week to catch up on all the jobs which have backed up since the previous VC Manager's appointment.

243.6 **Guttering:** a number of the joints on the guttering appear to be leaking. The Committee Vice Chair will contact the supplier.

244. REGULAR FINANCIAL REPORT

244.1 The Committee noted that the following payments had been made into the Village Centre bank accounts since 1 October – 30 November 2006:

DATE	AMOUNT £	DEPOSIT SLIP	PAYEE	DESCRIPTION
4-Oct-06	50.00	BAC	Dance Club	Weekly repayment of debt
10-Oct-06	13.20	760	Mrs Odell	Ballroom Dancing
10-Oct-06	1,359.18	760	Scottish Power	Electricity rebate
10-Oct-06	47.25	760	Irish Dancing	Quarterly Bill
10-Oct-06	281.60	760	Chichester Camera Club	Quarterly Bill
11-Oct-06	25.00	BAC	Dance Club	Weekly repayment of debt
18-Oct-06	25.00	BAC	Dance Club	Weekly repayment of debt
25-Oct-06	25.00	BAC	Dance Club	Weekly repayment of debt
25-Oct-06	275.63	BAC	Western Sussex PCT	Quarterly Bill
1-Nov-06	25.00	BAC	Dance Club	Weekly repayment of debt
3-Nov-06	30.00	761	R Marley	Children's Party
3-Nov-06	66.50	761	Mumbaba	Quarterly Bill
3-Nov-06	81.50	761	Tangmere Players	Quarterly Bill
3-Nov-06	125.00	761	CDC	Meeting
3-Nov-06	25.00	761	InterRoute	Meeting
3-Nov-06	110.25	761	Garden Club	Quarterly Bill
3-Nov-06	69.30	761	Dance Club	June Invoice
3-Nov-06	64.75	761	Tuesday Club	Quarterly Bill
3-Nov-06	99.75	761	Youth Club	Quarterly Bill
3-Nov-06	412.00	761	Cricket Club	Quarterly Bill
3-Nov-06	42.00	761	Flower Club	Quarterly Bill
3-Nov-06	39.60	761	Mrs Odell	Ballroom Dancing
8-Nov-06	25.00	BAC	Dance Club	Weekly repayment of debt
15-Nov-06	25.00	BAC	Dance Club	Weekly repayment of debt
15-Nov-06	157.50	762	Saturday Football Team	Quarterly Bill
15-Nov-06	310.00	762	Lewams Auction	Fortnightly Bill & £100 deposit
15-Nov-06	125.00	762	Mr & Mrs Nation	Party
15-Nov-06	35.00	762	Chi Women's Cons Com	Meeting
15-Nov-06	32.80	762	WI	Quarterly Bill
15-Nov-06	19.80	762	Mrs Odell	Ballroom Dancing
22-Nov-06	25.00	BAC	Dance Club	Weekly repayment of debt
29-Nov-06	25.00	BAC	Dance Club	Weekly repayment of debt
TOTAL	4,072.61			

244.2 The Committee RESOLVED that the following payments since 1 October – 30 November 2006 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
02-Oct-06	55.00	S/O	CDC	Emptying bins
06-Oct-06	174.00	1106	Mrs J Grice	Cleaner' Salary 04/09-01/10/06
16-Oct-06	482.60	D/D	CDC	Rates

22-Oct-06	48.93	D/D	BT	VC phone bill
23-Oct-06	84.24	1107	TPC	VC Accounts 17/09-16/10/06
23-Oct-06	258.38	1108	Mrs A Poulter	Cleaning materials & china
24-Oct-06	4.00	BAC	RBS	Bank charges re B Cook
30-Oct-06	8.00	D/D	Portsmouth Water	Water bill
30-Oct-06	100.00	D/D	Scottish Power	Electricity Bill
31-Oct-06	144.00	1109	Mrs J Grice	Cleaner' Salary 02/10-30/10/06
31-Oct-06	113.75	1109	Mrs J Grice	VC Manager's salary
31-Oct-06	59.96	1109	Mrs J Grice	Repair materials & bark
31-Oct-06	11.98	1110	Mrs A Poulter	Noticeboard material
09-Nov-06	3.05	1111	CDC	Inc in quarterly waste coll payment
09-Nov-06	82.66	1112	United Fire Protection	6-monthly inspection of Fire Alarms
09-Nov-06	168.33	1113	PPL	PPL licence
16-Nov-06	482.60	BAC	CDC	Rates
21-Nov-06	102.98	1114	Scottish Power	Gas bill 15/08-12/11/06
21-Nov-06	74.88	1115	TPC	VC Accounts 17/10-16/11/06
28-Nov-06	239.47	1116	United Fire Protection	Annual service plus signs
28-Nov-06	104.11	1117	Acorn Associates	Water boiler service
28-Nov-06	147.00	1118	Mrs J Grice	Cleaner's salary
28-Nov-06	141.95	1118	Mrs J Grice	VC Manager's Salary
30-Nov-06	100.00	D/D	Scottish Power	Electricity Bill
30-Nov-06	8.00	D/D	Portsmouth Water	Water bill
TOTAL	3,199.87			

244.3 The bank balances are as follows:

Balances as at 12/12/06

Current Account	£560.36
Deposit Account	£4,088.17

Total **£4,648.53**

244.4 The Committee noted the bank charges arising from the rejection of the cheque from the Tangmere and Boxgrove Conservative Association. The Conservative Association has been asked to pay for the bank charges.

244.5 The Committee AGREED that Lewams Auction should be billed on a monthly basis rather than fortnightly.

244.6 The Committee noted that there is not a policy in place regarding dogs in the Village Centre but AGREED to monitor the situation and review it if any complaints are received.

245. MANAGEMENT ACCOUNTS REPORT

245.1 The Chairman had produced a management accounts report (for copy see Minute Book). The current forecast is for a surplus of £1,000 due to the refund from the electricity company.

- 245.2** Repairs and maintenance had reached triple figures in October and November.
- 245.3** The Chairman was asked if he could prepare the income list alphabetically by User Group.
- 245.4** The History Group had paid for the tuning of the piano and has asked the Village Centre to reimburse its outlay. The Committee AGREED that the Players and the History Group should split the cost.
- 245.5** The Committee AGREED to allow the Players to paint part of the back and side walls of the stage black.
- 245.6** The Finance Chair left the meeting.

246. USERS' GROUP REPORT

- 246.1** A copy of the minutes of the last UG's meeting is enclosed in the Minute Book.
- 246.2 Light switches:** An additional light switch is requested by the connecting door in the small hall between the two halls. The Village Centre Manager is to obtain an estimate.
- 246.3 Stage Middle Curtain:** draw cord is broken and needs to be repaired immediately. This is the responsibility of the Players.

247. SUNDAY FOOTBALL'S TEAM USE OF CENTRE FACILITIES

- 247.1** This item was discussed in Paragraph 243.2.

248. REVIEW OF CENTRE'S RENTAL CHARGES FOR 2007/2008

- 248.1** A list showing potential increases in rental charges of 3% and 5% had been prepared for the User Groups next meeting. The Clerk requested that whatever increase is made that the figures be rounded up for ease of invoicing.

249. ANY OTHER MATTERS FOR INFORMATION

- 249.1** The estimate from the installation of a hearing aid loop will come before the next Finance Committee meeting.
- 249.2** The Committee Chair will look after the bookings over the Christmas period whilst the Clerk is on holiday.

Date of next meeting: 13 February 2007