

# TANGMERE PARISH COUNCIL

## Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 10 APRIL 2007

- Present:** Andrew Irwin (PC Chair), Christine Baker (Vice Chair), George Barlow and Roger Birkett.  
John Rudkin, Judy Simnett and Anne MacDonald (Users Group representatives) and Simon Oakely (Users Group Chairman).
- Apologies:** Andrew Grice, Julia Grice, Helen Punnett – on holiday, Mike Clue – work commitment and Anne Poulter.

### 264. CHAIRMANSHIP OF THE MEETING

- 263.1** Due to the absence of the Committee Chair, it was AGREED that the Parish Council Chair take on the role of Acting Chair for the duration of the meeting.

### 265. MINUTES OF MEETING HELD ON 13 FEBRUARY 2006

- 265.1** The minutes of the meeting held on 13 February 2006 were approved and signed as a correct record by the Acting Chair.

### 266. MATTERS ARISING

- 266.1** There were no matters arising.

### 267. MANAGEMENT REPORT

- 267.1** The Village Centre Manager is on holiday and had prepared a written report which was circulated to members prior to the meeting (for copy see Minute Book)
- 267.2 Auction:** the UG Chair is to contact the organisers to ensure that all fire exits remain clear of furniture. If the auction requires additional space the small hall is available most Wednesdays.
- 267.3 Maintenance Programme:** the meeting noted that the Village Centre Manager will identify any maintenance work that is required and bring the list before the Committee to approve and prioritise the works.
- 267.4 Sunday Football Team:** the team had again requested for the ban of the Centre's facilities to be lifted. The Committee AGREED that the ban should stand. The Committee noted that the Sunday team is still using the recreation field for league games and that there is a large amount of plastic bottles litter the field after the matches. The Clerk is trying to contact the League to notify it of the withdrawal of the Centre's facilities and the amount of litter and bad language at matches.
- 267.5** Due to the Committee Chair's absence there was no report.

**268. REGULAR FINANCIAL REPORT**

**268.1** The Committee noted that the following payments had been made into the Village Centre bank accounts since 1 January – 31 March 2007:

DATE	AMOUNT £	DEPOSIT SLIP	PAYEE	DESCRIPTION
7-Feb-07	25.00	BAC	Dance Club	Weekly repayment of debt
14-Feb-07	25.00	BAC	Dance Club	Weekly repayment of debt
21-Feb-07	25.00	BAC	Dance Club	Weekly repayment of debt
22-Feb-07	420.00	769	Lewams Auctions	Monthly Invoice
22-Feb-07	33.00	769	B Cook	Deposit & bank charges
22-Feb-07	37.50	769	Action in Rural Sussex	Meeting
22-Feb-07	18.80	769	VC Phone	Phone contents
22-Feb-07	19.80	769	Mrs Odell	Ballroom Dancing
28-Feb-07	25.00	BAC	Dance Club	Weekly repayment of debt
6-Mar-07	36.75	770	Tangmere History Group	Quarterly Invoice
6-Mar-07	35.00	770	Chi Women's Conserv	Luncheon
6-Mar-07	84.00	770	Keep Fit	Quarterly Invoice
6-Mar-07	140.50	770	Saturday Football Team	Quarterly Invoice
6-Mar-07	39.60	770	Mrs Odell	Ballroom Dancing
7-Mar-07	25.00	BAC	Dance Club	Weekly repayment of debt
14-Mar-07	25.00	BAC	Dance Club	Weekly repayment of debt
15-Mar-07	30.00	771	Mrs K Denton	Children's Party
15-Mar-07	72.10	771	Action in Rural Sussex	Meeting
15-Mar-07	79.80	771	Activeo	Quarterly Invoice
15-Mar-07	70.00	771	Ms N Wisner	40th Birthday Party
15-Mar-07	13.20	771	Mrs Odell	Ballroom Dancing
15-Mar-07	100.00	771	Mr M Stockton	Murder Mystery Party
21-Mar-07	25.00	BAC	Dance Club	Weekly repayment of debt
28-Mar-07	25.00	BAC	Dance Club	Weekly repayment of debt
28-Mar-07	31.00	772	Ms C Butler	Children's Party
28-Mar-07	115.50	772	R Carey	Irish Dancing Quarterly Invoice
30-Mar-07	30.25	BAC	Royal Bank of Scotland	Interest to 30 March 2007
<b>TOTAL</b>	<b>1,606.80</b>			

**268.2** The Committee RESOLVED that the following payments since 1 January – 31 March 2007 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
13-Feb-07	65.00	1129	Mrs J Grice	VC Manager's salary
13-Feb-07	3.05	1130	CDC	Inc in quarterly waste coll payment
27-Feb-07	84.24	1131	TPC	VC Accounts
27-Feb-07	137.95	1132	Mrs J Grice	Cleaner's Salary & lights
27-Feb-07	60.00	1132	Mrs J Grice	VC Manager's salary

28-Feb-07	8.00	D/D	Portsmouth Water	Water Bill
28-Feb-07	40.00	D/D	Scottish Power	Electricity bill
21-Mar-07	335.00	1133	R I Grice	Gents Toilet roof replacement
21-Mar-07	296.83	1134	A D Broughton	Gas boilers service & fan
21-Mar-07	610.45	1135	Scottish Power	Gas Bill
21-Mar-07	74.88	1136	TPC	VC Accounts
21-Mar-07	81.00	1137	Mrs J Grice	VC Cleaner's salary
21-Mar-07	49.25	1137	Mrs J Grice	VC Manager's salary
21-Mar-07	15.98	1138	Mrs J Grice	Repairs
21-Mar-07	78.09	1139	Mr D Miller	Painting Materials
28-Mar-07	8.00	D/D	Portsmouth Water	Water Bill
28-Mar-07	40.00	D/D	Scottish Power	Electricity bill
<b>TOTAL</b>	<b>1,987.72</b>			

**268.3** The bank balances are as follows:

Balances as at 10/04/07

Current Account	£586.10
Deposit Account	£5,437.04
<b>Total</b>	<b>£6,023.14</b>

**268.4** The Committee noted the Parish Council had contributed to a number of maintenance projects throughout the year totalling £3,273.80. The main expenditure of £1,300 was for the installation of a new fire exit door in the small hall.

**268.5** The Committee were informed that the number of children's party bookings had increased. The Committee noted that at an evening function last year the users had opened up the doors from the main hall and the music could be heard by local residents. The conditions of use are listed on the back of each booking form but any evening bookings will be reminded that as the Centre is located in a residential area external noise should be kept to a minimum.

## **269. MANAGEMENT ACCOUNTS REPORT**

**269.1** The Chairman had produced a management accounts report and copies were circulated at the meeting (for copy see Minute Book). There is an end of year surplus of £2,323. The Acting Chairman proposed a break-even budget for next year with any surplus income being fed back into the Centre.

**269.2** The Committee AGREED that a hearing loop should be purchased from this year's surplus income.

**269.3** The committee AGREED that the Village Centre Manager's and the Bookings Clerk's salaries should be paid by the Village Centre with the caveat that the Parish Council will still provide financial support if sufficient funds are not available for the salaries.

**270. USERS' GROUP REPORT**

- 270.1** A copy of the minutes of the last UG's meeting is enclosed in the Minute Book.
- 270.2 Car Park Drainage:** the work has been put out to tender. The Architect has also been asked for a scaled down version to ensure that the project stays within budget.
- 270.3 Anti-climb paint:** the paint has been delivered and will be applied as soon as possible.
- 270.4 Hire of table and chairs:** the Committee AGREED that all chairs and tables should be booked out via the Village Centre Manager and a charge of £1 per item be set. All rentals should be checked against bookings.
- 270.5 Guttering:** no progress to date.
- 270.6 Letting charges:** the kitchen has been added to the weekend sports fixture listing.
- 270.7 Gas Central Heating:** Clerk to chase up Corgi certificate.
- 270.8 Noticeboard:** the Clerk is still investigating possibilities.
- 270.9 Changing Room Exterior door:** the brace has come undone.
- 270.10 Saints strip of land:** rubbish has been dumped on the site and is a possible fire hazard. The Acting Chair will speak to the Community Wardens who could contact the District litter hit squad. The letter publicising the Parish Council's litter initiative will be circulated with the UG minutes.

**271. REQUEST FOR SIX-A-SIDE FOOTBALL TOURNAMENT**

- 271.1** An email had been received from the Manger of the Saturday Football team requesting the Parish Council's permission to run a weekend football tournament to include teams from local businesses. Each team would pay an admission fee – half of which would go to a charity and the other half to pay for the trophies.
- 271.2** The Committee AGREED to the idea in principle but that the item should come before the Environment Committee for a final decision.

**272. TANGMERE CELEBRATES 2007 UPDATE**

- 272.1** The next meeting is on 30 April. Virgin Unite has been approached for the hire of a hot air balloon - if successful, local businesses will be asked for contributions to offset the cost. The event will be publicised on WSCC's website and Connections magazine.

**273. APPROVAL OF FIRE RISK ASSESSMENT REPORT**

- 273.1** The Chairman had reviewed the report and recommended that a base line audit of the fire equipment should be carried out and a list of fire exit routes. The UG Chair will discuss the recommendations with the Village Centre Manager and the extra documentation generated.

**273.2** The Committee AGREED that the Village Centre Manager should be asked to compile the extra documents and the final assessment report should be brought before the next meeting for approval.

**274. ANY OTHER MATTERS FOR INFORMATION**

**274.1** The painter of the main hall had parked his van in front of the main entrance and was later seen placing some bricks which had been knocked from the old lamp base. The Committee AGREED that a communication book should be put by the water boiler in the kitchen so any repairs, damages or usage of first aid equipment can be brought to the Village Centre Manager's attention and a note made of when it has been actioned.

**274.2** The paving stones by the tennis courts are breaking up. The Committee noted that before the stones are dug up it was recommended to ascertain what lies underneath the stones.

**274.3** A request had been received from a retired vicar living in the village for a discounted rate for the use of the small hall for five hours on 23 June to allow a coach of his ex-parishioners from Hackney visit the village. The Committee AGREED that the regular user rate should be offered.

**274.4** The meeting noted that all the vents have been cleaned.

**274.5** As Legionnaires bacteria can breed in standing water it was recommended that John Simnett should be asked to identify the areas of standing water in the Centre and to test the water. It was noted that the showerheads require super-chlorination every six months. The maintenance schedule for the Centre should be formalised if not already done so.

**Date of next meeting: to be confirmed**