

# TANGMERE PARISH COUNCIL

## Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 12 JUNE 2007

- Present:** Roger Birkett (Village Centre Chair), Andrew Irwin (PC Chair) and Christine Baker (Vice Chair).  
Julia Grice (Village Centre Manager), John Rudkin, Judy Simnett (Users Group representatives) and Simon Oakley (Users Group Chairman).
- Apologies:** Helen Punnett – unwell.

### 275. ELECTION OF VICE-CHAIR

- 275.1** Due to the low number of councillors on the Committee, the Committee AGREED not to appoint a Vice Chair at this point but would review the situation if/when new councillors join the Committee.

### 276. MINUTES OF MEETING HELD ON 10 APRIL 2006

- 276.1** The minutes of the meeting held on 10 April 2006 were approved and signed as a correct record by the Committee Chair subject to the replacement of ‘UG Chair’ by ‘Chairman’ in paragraph 273.1.

### 277. MATTERS ARISING

- 277.1 (a) Paragraph 267.4 Sunday Football Team:** the Committee Chair is still pursuing contact with the Sunday League. However the Committee noted that the League might not respond to the Parish Council’s comments.
- (b) Paragraph 270.7:** The Corgi certificates had been received.
- (c) Paragraph 274.5:** the superchlorination of the shower heads has been carried out. The Committee AGREED that this routine should be recorded for the purposes of Health and Safety.
- (d) Paragraph 269.2 Hearing Loop:** the Committee authorized John Simnett to purchase and install a hearing loop.
- (e) Update on Car Park Drainage:** four quotes have been received and the Architect is to meet with the company which supplied a substantially lower quote than the other three. The Architect will submit his recommendation to the Finance Committee at its next meeting on 26 June.
- (f) Paragraph 270.9 Small Changing Room Door:** a brace needs repaired. The Committee discussed appointing a handyman to carry out any DIY work that the Village Centre Manager is unable to carry out. It had been previously agreed at the Environment Committee meeting that an advert for a handyman should be placed in the Newsletter. The Village Centre Manager is to make some enquiries.
- (g) Item 271. Request for a six-a-side football tournament:** approval was given for the tournament by the Environment Committee but no confirmation has been received from the organiser.
- (h) Paragraph 274.2:** Stones by the tennis courts are covered under the Environment Committee remit.
- (i) Paragraph 274.3 :** the visit from the Hackney parishioners is still going ahead.

**278. REVIEW OF COMMITTEE'S REMIT**

**278.** The Committee discussed its remit (for copy see Minute Book) and AGREED that it should remain unchanged.

**279. MANAGEMENT REPORT**

**279.1** The Village Centre Manager had provided a written report which had been circulated to members (for copy see Minute Book).

**279.2 Noticeboards:** the new boards had been installed by the Village Centre Manager and the Chairman is to arrange the removal of the old ones.

**279.3 Small hall window:** this window had been broken on a regular basis over the last few months. The Clerk is to contact the CCTV installation company to arrange for one of the cameras to be angled at the window. A notice will also be put up to inform residents that the window is covered by CCTV.

**279.4 Outside Lights:** a quote had been received for the necessary repairs and a number of other small electrical jobs. The quote is to come before the Finance Committee for approval. As a temporary measure covers will be placed on the broken lights to make them safe.

**279.5 Salary Review:** the Committee AGREED to discuss this item at the end of the meeting.

**279.6 Adventure Area litter Bin:** this has been completely destroyed. CDC is to install a vandal-proof bin in Spitfire Court. If it is successful one will be installed in the play area. A bin is also required for plastic bags by the recycling bins – one left over from TC07 could be used.

**279.7 Chairs:** a number of plastic chairs have broken. As they are not repairable they should be disposed off. The broken chair lift is also unrepairable and a replacement is required for users. The Clerk is to investigate costs.

**279.8 Cleaning materials:** the Committee AUTHORISED the Village Centre Manager to purchase all cleaning materials for the Centre.

**279.9** The water from the wash hand basin in the gents' toilets is coming back up through the drain. The Village Centre Manager will try to clear the blockage, if it doesn't clear she will call a plumber.

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

**280.1** The Village Centre Manger had produced a diagram showing the location of fire exits and fire extinguishers in the Centre. A copy of the diagram will be displayed in the entrance hall and two copies in the Assessment binder. A copy of the COSSH report will be displayed in the cleaning cupboard and another in the binder. Copies of all certificates should also be included in the binder.

**280.2** The completed binder is to come before the next meeting for final approval.

**280.3** No Smoking Signs will be displayed in the Centre in line with the new law which comes in to force on 1 July.

**280.4** Incident Book: to be brought before each meeting for checking.

## **281. REGULAR FINANCIAL REPORT**

**281.1** The Committee noted that the following payments had been made into the Village Centre bank accounts since 1 April – 31 May 2007:

<b>DATE</b>	<b>AMOUNT £</b>	<b>DEPOSIT SLIP</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>
04/04/2007	25.00	BAC	Dance Club	Weekly repayment of debt
12/04/2007	25.00	BAC	Dance Club	Weekly repayment of debt
16/04/2007	31.00	773	Ms Ward	Children's party
16/04/2007	30.00	773	W Kelley	RAF Halton Deposit
16/04/2007	100.80	773	St Andrew's Church	Quarterly Invoice
16/04/2007	420.00	773	Lewams Auctions	Monthly Invoice
16/04/2007	315.00	773	Lewams Auctions	Monthly Invoice
16/04/2007	27.50	773	B Cook	Balance of booking
16/04/2007	139.65	774	Tangmere Youth Club	Quarterly Invoice
30/04/2007	20.00	775	G Claydon	Deposit
30/04/2007	274.85	775	TPC	Quarterly Invoice
30/04/2007	31.00	775	Mr & Mrs Baldey	Children's party
30/04/2007	880.50	775	Chichester Camera Club	Quarterly Invoice
30/04/2007	436.60	775	Tangmere Players	Quarterly Invoice
30/04/2007	39.90	775	Activeo	Quarterly Invoice
30/04/2007	63.00	775	Tangmere Flower Club	Quarterly Invoice
30/04/2007	62.00	775	Mrs M Collins	2 Children's Parties
30/04/2007	27.20	775	Mrs Odell	Ballroom Dancing
30/04/2007	101.75	775	Tuesday Club	Quarterly Invoice
04/05/2007	25.00	BAC	Dance Club	Weekly repayment of debt
16/05/2007	25.00	BAC	Dance Club	Weekly repayment of debt
18/05/2007	25.00	776	Mrs July	Deposit
18/05/2007	164.58	776	Mumbaba	Quarterly Invoice
18/05/2007	63.00	776	Garden Club	Quarterly Invoice
18/05/2007	20.00	776	Virgin Vie at Home	Hire of Chairs
18/05/2007	31.00	776	Ms M Watson	Children's Party
18/05/2007	31.00	776	Mrs Brown	Children's Party
18/05/2007	57.80	776	Mrs Odell	Ballroom Dancing
23/05/2007	25.00	BAC	Dance Club	Weekly repayment of debt
23/05/2007	275.63	BAC	Chichester Health Clinic	Quarterly Invoice
31/05/2007	25.00	BAC	Dance Club	Weekly repayment of debt
<b>TOTAL</b>	<b>3,818.76</b>			

**281.2** The Committee RESOLVED that the following payments since 1 April – 31 May 2007 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
02/04/2007	55.00	S/O	CDC	Quarterly waste collection
10/04/2007	43.47	1140	Mrs A Poulter	Cleaning Materials
10/04/2007	132.00	1141	Mrs J Grice	Cleaner's Salary
10/04/2007	65.00	1141	Mrs J Grice	VC Manager's Salary
16/04/2007	543.23	D/D	CDC	Rates
20/04/2007	660.00	1142	Mr D Miller	Painting of SH & cupboards, tiling
20/04/2007	81.19	1143	TPC	VC Accounts
24/04/2007	49.37	D/D	BT	VC Phone Bill
30/04/2007	16.00	D/D	Portsmouth Water	Water Bill
30/04/2007	40.00	D/D	Scottish Power	Electricity Bill
13/05/2007	6.87	1144	CDC	Inc in quarterly waste coll payment
15/05/2007	543.10	D/D	CDC	Rates
18/05/2007	144.00	1145	Mrs J Grice	Cleaner's Salary
18/05/2007	65.00	1145	Mrs J Grice	VC Manager's Salary
18/05/2007	30.00	1145	Mrs J Grice	Bark
22/05/2007	87.30	1146	TPC	VC Accounts
22/05/2007	43.65	1146	TPC	Booking's Officer salary
22/05/2007	277.57	1147	Scottish Power	Gas Bill 23/02 - 14/05/07
29/05/2007	16.00	D/D	Portsmouth Water	Water Bill
29/05/2007	40.00	D/D	Scottish Power	Electricity Bill
<b>TOTAL</b>	<b>2,938.75</b>			

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

Balances as at 12/06/07

Current Account	£1,523.51
Deposit Account	£6,537.04

**Total** **£7,060.55**

**281.4** The Electricity direct debit will increase from £40.00 to £69.00. The Clerk will query if this is necessary as the account is currently in credit.

**281.5** The Dance Club's debt is still being cleared although there was a break for a number of weeks in April. Once the debt is clear a letter is to be sent to the organiser thanking her for paying off the debt.

**281.6** The Committee were informed that the number of children's party bookings had increased.

**281.7** The Wednesday Auction has changed hands and the new organisers have confirmed all the existing bookings.

**281.3** The CDC quarterly direct debit for waste collection has been changed to a standing order.

**282. MANAGEMENT ACCOUNTS REPORT**

- 282.1** The Chairman had produced a management accounts report and copies were circulated at the meeting (for copy see Minute Book). A balance budget was agreed but at a higher level than the previous year.
- 282.2** The Committee was informed that the Camera Club has no bookings in June, July and August and the Spot on Theatre Productions has not booked this year.

**283. USERS' GROUP REPORT**

- 283.1** A copy of the minutes of the last UG's meeting is enclosed in the Minute Book.
- 283.2 Guttering:** no progress has been made. The guttering by the new fire doors requires mending. The UG Chair is to pass the details onto the Village Centre Manager.
- 283.3 Communications Book:** the last entry was 22 February when a bandage was used.
- 283.4 Grouting on gable end:** no progress has been made.
- 283.5 Piano lock:** in hand.
- 283.6 Main Hall Left Hand Door:** handle needs replaced. The UG Chair is to brief the Village Centre Manager after each UG meeting to pass on details of any repairs reported by users.
- 283.7 Tennis Courts:** some weeds are growing through the surface and there is a hole in one of the courts. A dry weed spray was suggested which could be included with the annual weedkill. It was recommended to put down Total Killer around the wooden posts in the adventure play area to reduce the need to strim around the posts. The broken branches by the dog litter bin on the recreation field will be dealt with by the Village Tree Warden.
- 283.8** The Twinning Association has a number of articles that the group would like to display in the Centre. The UG Chair will contact a member of the group to confirm the number and size of articles to be displayed.

**284. TRANSFER OF PREMISES LICENCE**

- 284.1** The Clerk had contacted CDC regarding the transfer of the licence from the former Committee Chair. An Environmental Health Officer had stated that the licence could be held by a committee as well as by an individual and that all Temporary Event Notices should be obtained from CDC.
- 284.2** The Committee AGREED to transfer the premises licence to the Village Centre Management Committee.

**285. TANGMERE CELEBRATES 2007 UPDATE**

- 285.1** The plans are progressing. The parade will start from the Museum, travel along Tangmere Road, left into Nettleton Avenue and then onto the recreation field. Peter Moore, Vice Chairman WSCC, will open the event.

**286. BANKING SIGNATORIES**

**286.1** The Committee AGREED that the PC Chairman, PC Vice Chair, the Committee Chair and the Finance Chair should be the authorised signatories for the Village Centre bank accounts and confirmed that two signatures are required for signing cheques.

**287. ANY OTHER MATTERS FOR INFORMATION**

**287.1** The Committee AGREED to increase the Cleaner's salary from £6.00 to £7.00 and the Village Centre Manager's salary from £6.50 to £7.50.

**Date of next meeting: 7 August 2007**