

# TANGMERE PARISH COUNCIL

## Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 7 AUGUST 2007

- Present:** Roger Birkett (Committee Chair), Andrew Irwin (PC Chair) and Christine Baker (Vice Chair).  
Julia Grice (Village Centre Manager), John Rudkin, Judy Simnett and Pat Norman (Users Group representatives), Tracie Hunt and John Back (Saturday Football Team Representatives).
- Apologies:** Helen Punnett – on holiday and Simon Oakley – prior engagement.

### **288. TO CONSIDER REQUEST FROM THE SUNDAY FOOTBALL TEAM'S NEW MANAGER FOR THE REINSTATEMENT OF THE TEAM'S USE OF THE FACILITIES.**

- 288.1** The new Sunday Team Chairperson informed the Committee that she was aware of the problems caused by the Sunday Team previously and that she would take on full responsibility for the Team paying its invoices on time and for ensuring that the Centre is left in a reasonable state after use. The Team's Chairperson agreed that the final invoice for the additional cleaning of the Changing Rooms would be paid promptly. Committee members noted that no maintenance had been carried out this year but that maintenance of the pitch would be carried out at the end of the season. The Team's Chairperson is to be invited to the February Committee meeting to give details of the maintenance programme. The Committee noted that another football team had already booked Saturday, 1 September, which is the first home match for the Saturday Team. The two teams are to resolve the matter between them.
- 288.2** The Committee AGREED that the Sunday Football Team should be allowed to use the Centre's facilities this season on the condition that no further complaints are brought before the Committee, payments are made on time and that the list of fixtures for both teams are received in good time.

The Saturday Team Representatives left the meeting.

### **289. MINUTES OF MEETING HELD ON 12 JUNE 2007**

- 289.1** The minutes of the meeting held on 12 June 2007 were approved and signed as a correct record by the Committee Chair subject to the deletion of George Barlow from the list of attendees.
- 289.2** The Committee noted that members have ten days from receipt of the draft minutes to notify the Clerk of any errors or omissions. The minutes will be ratified without discussion at the next meeting.

### **290. MATTERS ARISING**

- 290.1 Paragraph 277.1 (g) Six-a-side Football Tournament:** the Committee noted that the tournament did not take place.

**291. MANAGEMENT REPORT**

- 291.1** The Village Centre Manager had provided a written report, which had been circulated to members prior to the meeting (for copy see Minute Book).
- 291.2** The Committee noted that the emergency light by the small hall fire door continues to fill with water – holes have been drilled in the casing to drain the water.
- 291.3 Outside Lights:** one of the new exterior light covers had been unscrewed by someone.
- 291.4 Youth Club:** the Committee discussed the behaviour of children in and outside the Youth Club and the supervision of the younger group. The Vice Chair will request funding from LAT for a leader for the younger group at its next meeting.
- 291.5 Small Works Contractor:** The VC Manager will put terms in writing and ask the contractor to sign them off. A snagging list of the Centre is to be drawn up and the contractor asked to price the work. The men's toilets are to be included on the list.
- 291.6 Small hall cupboards:** the Chairman and the VC Manager are to clear out the items stored in the cupboards.
- 291.7 Dog Waste Bin:** the bin on the north side of the recreation field is overflowing. The Clerk is to contact CDC.
- 291.8 Fire Risk Self-assessment Report:** the VC Manager has completed the binder, which will be stored in the Cleaner's cupboard. The Committee APPROVED the final version of the Fire Risk Self-assessment Report.

**292. REGULAR FINANCIAL REPORT AND BOOKINGS**

- 292.1** The Committee noted that the following payments had been made into the Village Centre bank accounts since 1 June – 31 July 2007:

DATE	AMOUNT £	DEPOSIT SLIP	PAYEE	DESCRIPTION
06/06/2007	25.00	BAC	Dance Club	Weekly repayment of debt
08/06/2007	25.00	777	CDC	Sport in the Community Event
08/06/2007	330.00	777	CDC	Use of VC as polling station
08/06/2007	100.00	777	JK Quality	Auction Deposit
08/06/2007	440.00	777	Lewams Auction	Final Invoice
08/06/2007	91.20	777	WI	Quarterly Invoice
08/06/2007	30.00	777	B Etherington	Booking Deposit
08/06/2007	13.60	777	Mrs Odell	Ballroom Dancing
13/06/2007	25.00	BAC	Dance Club	Weekly repayment of debt
20/06/2006	25.00	BAC	Dance Club	Weekly repayment of debt
27/06/2007	25.00	BAC	Dance Club	Weekly repayment of debt
27/06/2007	20.40	778	Mrs Odell	Ballroom Dancing
27/06/2007	245.70	778	Tangmere Players	Quarterly Invoice
27/06/2007	31.00	778	Mr C Huggett	Children's Party

27/06/2007	75.00	778	Mrs July	Yoga Class - balance
27/06/2007	31.00	778	Mrs Monachan	Children's Party
27/06/2007	75.00	778	Mrs Baker	Party
30/06/2007	35.78	BAC	RBS	Interest to 29 June 2007
04/07/2007	25.00	BAC	Dance Club	Weekly repayment of debt
06/07/2007	27.20	779	Mrs Odell	Ballroom Dancing
11/07/2008	25.00	BAC	Dance Club	Weekly repayment of debt
23/07/2007	345.60	780	JKW Auctions	Monthly Invoice
23/07/2007	25.00	780	Virgin Vie at Home	Hire of chairs
23/07/2007	73.20	781	Tangmere Flower Club	Quarterly Invoice
23/07/2007	85.50	781	Tuesday Club	Quarterly Invoice
23/07/2007	633.60	781	Chichester Camera Club	Quarterly Invoice
23/07/2007	50.40	781	WI	Quarterly Invoice
23/07/2007	64.80	781	Tangmere Garden Club	Quarterly Invoice
23/07/2007	136.00	781	Tangmere Youth Club	Quarterly Invoice
23/07/2007	22.00	781	Rev Clayton	Lunch - balance
23/07/2007	30.00	781	Mrs Moore	Party - deposit
23/07/2007	118.80	781	TPC	Quarterly Invoice
23/07/2007	40.80	781	Mrs Odell	Ballroom Dancing
31/07/2007	10.00	BAC	RBS	Bank charges refund
<b>TOTAL</b>	<b>3,356.58</b>			

**292.2** The Committee RESOLVED that the following payments since 1 June – 31 July 2007 be approved as detailed below:

<b>DATE</b>	<b>AMOUNT £</b>	<b>CHQ NO.</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>
12/06/2007	153.00	1148	Mrs J Grice	Cleaner's Salary
12/06/2007	65.00	1148	Mrs J Grice	VC Manager's Salary
12/06/2007	17.70	1148	Mrs J Grice	Cork tiles
12/06/2007	84.37	1149	Mrs A Poulter	Cleaning materials
12/06/2007	8.97	1150	Mrs J Sansby	Mixing bowls
15/06/2007	543.10	D/D	CDC	Rates
26/07/2007	130.95	1151	TPC	VC Accs & Bookings
26/06/2007	179.99	1152	Mrs J Grice	Vacuum Cleaner
28/06/2007	16.00	D/D	Portsmouth Water	Water Bill
28/06/2007	69.00	D/D	Scottish Power	Electricity Bill
02/07/2007	61.87	D/D	CDC	Quarterly waste collection
12/07/2007	161.00	1153	Mrs J Grice	Cleaner's salary
12/07/2007	97.50	1153	Mrs J Grice	VC Manager's Salary
13/07/2007	10.00	BAC	RBS	Bank Charges
16/07/2007	543.10	D/D	CDC	Rates
20/07/2007	130.95	1154	TPC	VC Accs & bookings
20/07/2007	83.43	1155	Miss C Osborne	Refund for overpayment of debt

20/07/2007	9.00	1156	Mrs M Monachan	Youth Club keys
20/07/2007	82.66	1157	United Fire Protection Co.	Fire Alarm inspection & certificate
23/07/2007	46.78	D/D	BT	VC Phone Bill
30/07/2007	16.00	D/D	Portsmouth Water	Water Bill
30/07/2007	69.00	D/D	Scottish Power	Electricity Bill
<b>TOTAL</b>	<b>2,579.37</b>			

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

Balances as at 12/06/07

Current Account	£435.14
Deposit Account	£7,272.82
<b>Total</b>	<b>£7,707.96</b>

**292.4** The Dance Club's debt has been cleared. An overpayment of £83.43 had been made which has since been refunded.

**292.5** The Committee noted that the Auction is now being billed from 2 – 11pm.

**292.6** The Organizer of a yoga day class had complimented the Village Centre on its high level of cleanliness.

### **293. MANAGEMENT ACCOUNTS REPORT**

**293.1** The Chairman had not been able to produce a management accounts report as the accounts and the supporting documentation were with the internal auditor until 6 August.

### **294. USERS' GROUP REPORT**

**294.1** A copy of the minutes of the last UG's meeting had been circulated to members prior to the meeting (see Minute Book for copy).

**294.2 Car park drainage:** a provisional date of 10 September has been given for the start of the project, which will last a week to ten days. During that time part of the car park including the disabled parking area will be out of use. The drop locks to the overflow car park will be left down for the duration of the project.

**294.3 Willow Tree:** requires trimming.

**294.4 Hearing Loop:** the order is to be placed on behalf of the Centre.

**294.5 Premises Licence:** The Committee noted that the Management Committee is the holder of the premises licence and not the alcohol licence as stated in the UG minutes. All requests for temporary event notices should be directed to the Environmental Health Department at CDC.

**294.6 TC07:** the Tuesday Club's donation was not included in the original list of contributors however the list has since been amended. The handover cheque photo will take place this Thursday.

**294.7 Environment Committee Minutes:** the minutes can be accessed via the menu bar at the top of website home page.

**295. REVIEW OF ELECTRICITY AND GAS CONTRACTS**

**295.1** The Clerk had produced a report on prices from three different suppliers, including the current supplier (for copy see Minute Book). The Committee discussed the various options.

**295.2** The Committee AGREED to appoint British Gas as the Village Centre's supplier for both electricity and gas on a one-year contract beginning 1 October 2007.

**296. ADOPTION OF THE FIRE RISK SELF-ASSESSMENT REPORT**

**296.1** This item was discussed in paragraph 291.8.

**297. TO CONSIDER THE TWINNING ASSOCIATION'S REQUEST FOR A DISPLAY CABINET IN THE CENTRE**

**297.1** The Committee AGREED that as the safety of any items displayed in the Centre could not be guaranteed, the Centre was not a suitable location for the display. The Chairman is to ask the School if it would consider having a display cabinet.

**298. TO CONSIDER AN APPLICATION FOR A DISCOUNTED RATE FROM A CUB SCOUT GROUP**

**298.1** A letter had been received from a resident organising the set up of a local Cub Scout group in Tangmere (for copy see Minute Book). The Committee considered the application.

**298.2** The Committee AGREED that the first meeting on 17 September, to discuss the setting up of the Cubs, would be free of charge and that the Group would be offered the same rate as the Tangmere Players rehearsals.

**299. HOLIDAY COVER**

**299.1** The Committee AGREED that the VC Manager should take over the Bookings whilst the Bookings Officer is on holiday.

**300. ANY OTHER MATTERS FOR INFORMATION**

**300.1** The Committee noted that St Andrew's Youth Group meets from 6.30 – 8pm not 6 – 8pm.

**301.2** The Committee's thanks for the donation of six committee chairs were noted.

**Date of next meeting: 9 October 2007**