

# TANGMERE PARISH COUNCIL

## Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 9 OCTOBER 2007

- Present:** Roger Birkett (Committee Chair), Andrew Irwin (PC Chair) and Christine Baker (Vice Chair).  
Julia Grice (VC Manager), John Rudkin, Judy Simnett and Pat Norman (Users Group representatives), Simon Oakley (UG Chairman).
- Apologies:** Helen Punnett – ill, Dominic MacKinnon – prior engagement and David Poulter.

### 302. VILLAGE CENTRE MANAGER'S REPORT.

- 302.1** The Committee AGREED to bring this item forward to allow the VC Manager to leave the meeting early.
- 302.2** The VC Manager had prepared a report which was circulated to members and discussed (for copy see Minute Book).
- 302.3** The Committee AGREED to the Auction's request for extending it's hours to 1 – 11pm for a set fee of £100 and to the storage of the Auctioneer's chair and small glass cabinet only in the chair cupboard.
- 302.4** The Chairman and VC Manager are to clear out some Small Hall cupboards for the Cub Scout group. The Youth Club will also allow the group storage in the Youth container. Keys are to be handed to the Cub Scout organiser.
- 302.5** The Committee AGREED that the VC Manager should seek quotes to replace the kitchen flooring.
- 302.6** The Committee noted that the fire extinguisher testing would be carried out shortly.
- 302.7 Gents' toilets:** smell still present – repairs to be added to list of repairs for small works contractors.

The VC Manager left the meeting.

### 303. MINUTES OF MEETING HELD ON 7 AUGUST 2007

- 303.1** The minutes of the meeting held on 7 August 2007 were approved and signed as a correct record by the Committee Chair.

### 304. MATTERS ARISING

- 304.1 (a) Paragraph 288.2 Sunday Football Team:** fixtures and payment have been received.
- (b) Paragraph 291.3 Outside lights:** the majority of the recently installed outside lights are not working.
- (c) Paragraph 292.4 Car Park Drainage:** the Chairman gave a brief update on the project.
- (d) Paragraph 294.3 Willow tree:** will be trimmed at the same time as the ivy by the contractor repairing the wooden fence.

- (e) **Paragraph 294.4 Hearing Loop:** the Chairman is to have a meeting this week with a contractor.
- (f) **Item 297. Display cabinet:** the school welcomed the opportunity to display the items from the Twinning Association. The Committee Chair will contact the Chair of the Association.
- (g) **Item 295. Electricity and Gas contracts:** the new contracts for the electricity and gas will come into effect as of 18<sup>th</sup> and 19<sup>th</sup> October respectively.

### 305. REGULAR FINANCIAL REPORT AND BOOKINGS

**305.1** The Committee noted that the following payments had been made into the Village Centre bank accounts since 1 August – 30 September 2007:

DATE	AMOUNT £	DEPOSIT SLIP	PAYEE	DESCRIPTION
10/08/2007	108.60	782	St Andrews	Quarterly Invoice
10/08/2007	153.00	782	Mumbaba	Quarterly Invoice
10/08/2007	51.00	782	Mumbaba	Payment to July
10/08/2007	75.00	782	Mr H Howden	Deposit for football matches
10/08/2007	105.00	782	Sunday Football Team	Last year's invoices
10/08/2007	34.00	782	Mrs Odell	Ballroom Dancing
10/08/2007	86.40	783	Keep Fit	Quarterly Invoice
05/09/2007	285.00	BAC	West Sussex PCT	Quarterly Invoice
14/09/2007	31.00	784	J Ayling	Children's party
14/09/2007	25.00	784	Sussex Snowdrop Trust	Deposit
14/09/2007	24.00	784	Sunday Football Team	Extra cleaning hours
14/09/2007	31.00	784	A Moore	Children's party
14/09/2007	40.80	784	Activeo	Quarterly Invoice
14/09/2007	388.80	784	JK Quality	Monthly Invoice
14/09/2007	200.50	784	Cricket Club	Quarterly Invoice
14/09/2007	20.40	784	RAF Halton	Quarterly Invoice
14/09/2007	31.00	784	N Allen	Children's party
14/09/2007	40.00	784	M Stockton	Deposit
14/09/2007	102.00	784	Mrs Odell	Ballroom Dancing
<b>TOTAL</b>	<b>1,832.50</b>			

**305.2** The Committee RESOLVED that the following payments since 1 August – 30 September 2007 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
07/08/2007	169.75	1158	Mrs J Grice	Cleaner's salary
07/08/2007	75.00	1158	Mrs J Grice	VC Manager's salary
15/08/2007	11.24	BAC	RBS	Bank Charges
15/08/2007	543.10	D/D	CDC	Rates
28/08/2007	130.95	1159	TPC	VC Accs & bookings

28/08/2007	16.00	D/D	Portsmouth Water	Water Bill
28/08/2007	69.00	D/D	Scottish Power	Electricity Bill
28/08/2007	69.87	1160	Scottish Power	Gas bill
		1161		Cheques incorrectly made out for PC invoices
		1162		Cheques incorrectly made out for PC invoices
		1163		Cheques incorrectly made out for PC invoices
		1164		Cheques incorrectly made out for PC invoices
13/09/2007	178.50	1165	Mrs J Grice	Cleaner's salary
13/09/2007	86.25	1165	Mrs J Grice	VC Manager's salary
13/09/2007	15.00	1165	Mrs J Grice	Bookings holiday cover
17/09/2007	543.10	D/D	CDC	Rates
25/09/2007	145.50	1166	TPC	VC Accs & Bookings
28/09/2007	16.00	D/D	Portsmouth Water	Water Bill
28/09/2007	79.00	D/D	Scottish Power	Electricity Bill
<b>TOTAL</b>	<b>2,148.26</b>			

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

Balances as at 09/10/07

Current Account	£282.17
Deposit Account	£7,017.10
<b>Total</b>	<b>£7,299.27</b>

**305.4** The Committee were informed that bank charges had incorrectly been applied. This has been rectified and the charges will be refunded.

### **306. MANAGEMENT ACCOUNTS REPORT**

**306.1** The Chairman had produced a management accounts report reflecting a six plus six forecast. The break-even forecast will be maintained with slightly reduced levels of income and expenditure. The main reasons for these reductions are the under spending on maintenance and the lower level of sundry receipts.

### **307. USERS' GROUP REPORT**

**307.1** 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).

**307.2 Communications Book:** four items had been noted. The VC Manager is to respond to the comments on the fridge.

**307.3 VC defects:** to be dealt with by small works contractor.

- 307.4 Football Wall:** discussed at last PC meeting. Suitable wall identified at Birdham and a quote sought.
- 307.5 Tennis Courts:** it was noted that the current nets would need replaced and that the spare set may not fit.
- 307.6 S106 Monies:** the Committee were informed that the 'wish list' was drawn up to maximise the amount available from developers.
- 307.7** The Committee AGREED that the Tangmere Players should be permitted to identify available funding to replace and extend the stage curtain tracks. The item is to be brought before the next committee meeting for further discussion.
- 308. TO APPROVE APPOINTMENT OF SMALL WORKS CONTRACTOR**
- 308.1** The Committee AGREED to appoint Mr T Cline as the small works contractor on a job-by-job basis. The Committee delegated authority to the VC Manager to prioritise the list of jobs and to delegate the most urgent to the contractor.
- 309. TO ARRANGE ANNUAL PORTABLE APPLIANCE TESTING**
- 309.1** The Committee AGREED to set the date of the portable appliance testing as Thursday, 25 October and that users will have to pay a charge of £1.50 per item. The UG Chairman will notify users of the date.
- 310. TO CONSIDER THE PAYMENT OF VILLAGE CENTRE MANAGER AND BOOKINGS OFFICER SALARIES VIA STANDING ORDER.**
- 310.1** The Committee AGREED that, subject to the Committee Chair approving their basic salaries, the VC Manager and the Booking Officer should be paid via standing order. The VC Manager will be paid on a four-weekly basis and the Bookings Officer's salary will be included in her payment of her Parish Clerk salary for NIC and tax reasons.
- 311. TO DISCUSS AUTHORISATION FOR ONE-OFF DISCOUNTED RATES**
- 311.1** The Committee AGREED that authorisation should be delegated to the Bookings Officer and Committee Chair and that all special rates should be reported at the following Committee meeting.
- 312. ANY OTHER MATTERS FOR INFORMATION**
- 312.1** The Phonographic Performance Licence invoice had been received and was passed to the Chairman for review.
- 312.2** The smoke alarm battery needs replacing.

- 312.3** The Clerk informed the meeting that Bersted Parish Council would like to meet with members of the Village Centre Management Committee to discuss the logistics of running a centre. The Chairman and the Committee Chair are to meet with representatives.
- 312.4** The Committee was informed that the old streetlights had been left on the recreation field. The Clerk has contacted the WSCC Officer responsible for the project but has not received a reply to date.

**Date of next meeting: 11 December 2007**