

TANGMERE PARISH COUNCIL

Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 11 DECEMBER 2007

Present: Roger Birkett (Committee Chair), Andrew Irwin (PC Chair) and Dominic MacKinnon. Julia Grice (VC Manager), John Rudkin, and Judy Simnett (Users Group representatives), and Simon Oakley (UG Chairman).

Apologies: Helen Punnett – ill, Christine Baker, John Perry and David Poulter.

313. MINUTES OF MEETING HELD ON 9 OCTOBER 2007

313.1 The minutes of the meeting held on 9 October 2007 were approved and signed as a correct record by the Committee Chair subject to the total in the two bank accounts being amended from '£7,7,299.27' to '£7,299.27'.

314. MATTERS ARISING

- 314.1 (a) Paragraph 312.2 Smoke Alarm battery:** the VC Manager had received a quote of £500 to replace four lights and the batteries in the fire exit signs. The VC Manager is to obtain two other quotes: one from the small works contractor and the other from the Portable Appliance Testing company. The meeting noted that the CO2 fire extinguisher had been replaced in the kitchen.
- (b) Paragraph 304.1 (b) Outside lights:** the contractor who had recently repaired the lights is to be asked to recheck them.
- (c) Paragraph 304.1 (d) Willow Tree:** the tree and ivy will be trimmed back this week. The meeting noted that a substantial tree was developing by the Surgery. As the tree is the Surgery's responsibility the VC Manager is to contact them to ask for it to be cut back.
- (d) Paragraph 304.1 (f) Display Cabinet:** the Twinning Association is to draw up a list of items that it has.
- (e) Paragraph 312.1 PPL:** the Licensing Agency has yet to send a correct invoice for payment.
- (f) Paragraph 312.4:** the barriers left behind by the utility company have been stored in the double garage.
- (g) Item 308. Small Works Contractor:** the Committee discussed the scope of work of the contractor. The VC Manager is to arrange for the installation of a cigarette end bin.

The Committee agreed to move the VC Manager's report to later in the meeting, as the VC Manager was unable to attend until 8pm.

315. REGULAR FINANCIAL REPORT AND BOOKINGS

315.1 The Committee noted that the following payments had been made into the Village Centre bank accounts since 1 October to 30 November 2007:

DATE	AMOUNT £	DEPOSIT SLIP	PAYEE	DESCRIPTION
05/10/2007	11.24	BAC	RBS	Bank Charges refund
10/10/2007	81.00	785	Sunday Football Team	Monthly Invoice
10/10/2007	280.70	785	Tangmere Cricket Club	Quarterly Invoice
10/10/2007	25.00	785	Mrs July	Booking Deposit
10/10/2007	129.60	785	Irish Dancing	Quarterly Invoice
10/10/2007	42.20	785	Mr M Stockton	Balance for booking
10/10/2007	20.00	785	Mr M Hornsey	Booking Deposit
10/10/2007	31.00	785	Ms S Davy	Children's Party
10/10/2007	54.40	785	Tangmere Players	Quarterly Invoice
10/10/2007	52.50	785	Mr Etherington	Balance for booking
10/10/2007	20.40	785	Mrs Odell	Ballroom Dancing
07/11/2007	356.40	786	JK Quality Auction	Monthly Invoice
07/11/2007	83.40	786	St Andrews Church	Quarterly Invoice
07/11/2007	85.80	786	TPC	Quarterly Invoice
07/11/2007	47.50	786	Tuesday Club	Quarterly Invoice
07/11/2007	102.00	786	Youth Club	Quarterly Invoice
07/11/2007	48.60	786	Irish Dancing	Quarterly Invoice
07/11/2007	25.00	786	Mr B Cook	Booking Deposit
07/11/2007	61.20	786	Mumbaba	Quarterly Invoice
07/11/2007	81.60	786	Mrs Odell	Ballroom Dancing
28/11/2007	388.80	787	J K Quality	Monthly Invoice
28/11/2007	111.13	787	Scottish Power	Electricity Rebate
28/11/2007	75.60	787	Keep Fit	Quarterly Invoice
28/11/2007	137.40	787	Garden Club	Quarterly Invoice
28/11/2007	46.20	787	WI	Quarterly Invoice
28/11/2007	43.20	787	Flower Club	Quarterly Invoice
28/11/2007	20.40	787	Mrs Odell	Ballroom Dancing
TOTAL	2,462.27			

315.2 The Committee RESOLVED that the following payments since 1 October – 30 November 2007 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
01/10/2007	61.87	D/D	CDC	Quarterly Waste disposal
04/10/2007	168.00	1167	Mrs J Grice	Cleaner's Salary
04/10/2007	75.00	1167	Mrs J Grice	VC Manager's Salary
04/10/2007	6.10	1167	Mrs J Grice	Cleaning Materials
09/10/2007	31.30	1168	Mr S Oakley	UG Chair's expenses
09/10/2007	129.45	1169	TPC	VC Accs & Bookings
09/10/2007	178.66	1170	Southern Water	Water Bill

15/10/2007	543.10	D/D	CDC	Rates
23/10/2007	46.78	D/D	BT	VC Phone Bill
29/10/2007	16.00	D/D	Portsmouth Water	Water Bill
29/10/2007	79.00	D/D	Scottish Power	Electricity Bill
30/10/2007	168.00	1171	Mrs J Grice	Cleaner's Salary
30/10/2007	97.50	1171	Mrs J Grice	VC Manager's Salary
30/10/2007	8.68	1171	Mrs J Grice	Cleaning Materials
30/10/2007	1.82	1172	Mrs J Grice	Cleaning Materials
08/11/2007	109.28	1173	Kirtek Systems	Portable appliance testing
08/11/2007	164.72	1174	TPC	VC Accs & Bookings
15/11/2007	543.10	D/D	CDC	Rates
29/11/2007	16.00	D/D	Portsmouth Water	Water Bill
29/11/2007	78.67	1175	Scottish Power	Final gas bill
29/11/2007	75.00	1176	Mrs J Grice	VC Manager's Salary
29/11/2007	185.50	1176	Mrs J Grice	Cleaner's Salary
29/11/2007	12.29	1176	Mrs J Grice	Cleaning Materials
29/11/2007	214.44	1177	Southern Water	Water Bill
TOTAL	3,010.26			

315.3 The bank balances are as follows:

Balances as at 11/12/07

Current Account	£307.26
Deposit Account	£6,917.10

Total **£7,224.36**

315.4 The Committee were informed that an additional £961.30 is yet to be deposited.

315.5 The meeting noted that Activeo had cancelled its bookings of the Centre.

315.6 The organisers of the Auction had requested permission to run a tabletop sale once a month at the weekend from October to May and to be billed quarterly instead of monthly. The Committee AGREED to the holding of a monthly weekend table-top sale from 9am to 1pm in both the halls at a charge of £75 and to quarterly billing beginning from 1 April 2008. The invoices are to be paid promptly to keep in line with the management accounts.

316. MANAGEMENT ACCOUNTS REPORT

316.1 The Chairman had produced a management accounts report reflecting an eight plus four forecast which was circulated to members (for copy see Minute Book). The break-even forecast will be maintained even though £1,625 has been allocated for the hearing loop in the Buildings budget for January.

The VC Manager joined the meeting at this point.

317. VILLAGE CENTRE MANAGER'S REPORT

- 317.1** The VC Manager had prepared a written report that was distributed to members (for copy see Minute Book).
- 317.2** The painting of the fire doors of the Main Hall will added to the schedule for the Small Works Contractor.
- 317.3** The Committee AGREED that users should be asked to take their rubbish home if the green bin is full to avoid attracting vermin.
- 317.4** The VC Manager and the Clerk are seeking quotes for non-slip flooring for the kitchen.
- 317.5** The meeting noted that users are leaving the fridge and hob dirty. Users should ensure that the Centre is left clean.
- 317.6** The VC Manager is to purchase 100 teaspoons to replace the ones that have gone missing. The meeting noted that the Hospital teashop had donated cups and saucers.

318. USERS' GROUP REPORT

- 318.1** 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).
- 318.2 Communications Book:** two items reported by the Garden Club.
- 318.3 Car Park:** awaiting quote for levelling of the car park from the Drainage Contractor. The screening by the bottle banks is falling apart.
- 318.4 Chair Trolley:** replacement has been ordered and awaiting delivery date.
- 318.5 Front Paved Path:** will be added to the Small Works Contractor's schedule.
- 318.6 Risk Assessment:** to be updated.
- 318.7 Cleaning:** the Committee AGREED that to ensure that the hall is clean for users on Thursday evening the VC Manager is permitted to bring in extra help.
- 318.8 S106 Monies:** the meeting noted the amount and the restrictions on the monies.
- 318.9 Cycle stand:** two locations were discussed.

319. HEARING LOOP UPDATE

- 319.1** The Committee was informed that a grant of £500 had been awarded by the CLC towards the project. The cost for the hearing loop has risen to from £1,626 to £2,252 to include installation costs of £600. As the grant was awarded to the Parish Council, the Council will pay for the loop and seek a donation from the Village Centre.

320. UPDATE ON FUNDING FOR STAGE CURTAIN EXTENSION TRACK

320.1 No progress to date as still awaiting for grant application paperwork from CDC.

321. REVIEW OF CENTRE'S RENTAL CHARGES FOR 2008/2009

321.1 The UG Chairman is to inform User Groups that the recommendation will be for no increase to rental charges for 2008/2009 due to the healthy condition of the Centre's finances.

322. LOCATION OF PROPOSED FOOTBALL WALL

322.1 The Committee noted that the Environment Committee's preferred location is close to the Centre to encourage use. The southern end of the tennis courts was put forward by the Committee as one possible location.

323. TO CONSIDER SEVERAL REQUEST FOR BOOKINGS AND DISCOUNTED RATES

323.1 A resident of the Village would like to start up a karate club and had requested a discounted rate. It was noted that all profits from the club would be given to the Youth Club. The Committee AGREED to charge the Karate Club a discounted rate of £6.80 per hour.

323.2 The Pilgrims of St Francis have requested to book the Centre overnight on 21 August 2008 from 4pm to 9am. The Committee discussed the request. The Committee AGREED that it required more information on the group and the reason for the stay before it could make a decision. The Clerk is to request the group to write a letter giving the necessary detail.

324. CHRISTMAS COVER

324.1 The Committee AGREED that the VC Manager should take over the bookings over the Christmas period.

325. ANY OTHER MATTERS FOR INFORMATION

325.1 The Committee noted that the closing mechanism of the front door needs adjusting to stop it slamming close.

325.2 The Clerk informed the meeting that a contractor had been contacted to give a quote for removing the moles from the recreation field.

325.3 PAT: the Clerk is to issue copies of the invoice for users to identify which of their items were tested and pay accordingly.

325.4 The Web designer has been asked for a quote to install WiFi in the Centre.

Date of next meeting: 12 February 2008