

TANGMERE PARISH COUNCIL

Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 12 FEBRUARY 2008

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

326. REPORT ON FOOTBALL TEAMS' MAINTENANCE PROGRAMME.

Item moved to end of the agenda to allow a football representative to arrive.

327. VILLAGE CENTRE'S MANAGER REPORT

327.1 This item was moved forward to allow the VC Manager to leave the meeting at 8pm.

327.2 The VC Manager had prepared a written report which had been circulated to members (for copy see Minute Book) and included the following items.

- the Small works Contractor has successfully completed his first job of painting the hallway.
- Lingering smell of chips ó the kitchen fan and its trunking will be thoroughly cleaned to try and combat the smell. The Auction will be asked for copies of the electrical items PAT and the Clerk will check that there are no insurance implications of hot food being sold on the premises.
- A lot of glass bottles were broken in the tennis courts on Saturday evening at 9pm. The VC Manager will report the incident to the Community Wardens. The Committee AGREED that the upkeep of the tennis courts is to come before the next Environment Committee.
- Kitchen Flooring: two quotes had been obtained for the flooring. The Committee AGREED to appoint the local contractor who came highly recommended and the VC Manager, Committee Chair and Clerk were delegated to select the type of vinyl.
- Accident report sheet: the Vice Chair is to obtain a new form.
- Plastic chairs: the rickety chairs have been stacked in a separate pile for disposal.
- The lamp by the Youth Club is not working. A quote for a new lamp has been requested plus a quote for the grills for the lights at the back of the Centre. The repair to the lamp in the changing room foyer is outstanding.
- Dog training booking request: the VC Manager was asked if she had any objection to the booking which she did not. After discussing the request the Committee AGREED not to accept the booking as the proposed Saturday slot would clash with the majority of children's party bookings for local children and there also could be a hygiene risk.
- Cigarette bin: the Clerk is to obtain prices for a wall-mounted unit.

328. MINUTES OF MEETING HELD ON 11 DECEMBER 2007

328.1 The minutes of the meeting held on 11 December 2007 were approved and signed as a correct record by the Committee Chair.

329. MATTERS ARISING

- 329.1 (a) Paragraph 314.1 (a) Smoke Alarm battery:** several quotes had been received. The Committee RESOLVED to accept the lowest quote and proceed with the work as quickly as possible.
- (b) Paragraph 314.1 (c) Willow tree:** the tree on the east side of the Youth Club needs trimmed back. The Chairman volunteered to cut back the tree.
- (c) Paragraph 318.3 Car Park:** the contractor will provide two written options for the repairs to the car park.
- (d) Paragraph 318.6 Risk Assessment:** to be progressed.
- (e) Paragraph 318.9 Cycle stand:** the Parish Council is obliged to site the stand in the location stated in the original planning permission. The Committee noted that the Users Group preferred the site where the existing slots are.
- (f) Item 319 Hearing Loop:** the loop is to be installed on 4 March.
- (g) Item 320 Stage Curtain Extension Track:** no progress.
- (h) Item 322 Football Wall Location:** the Committee AGREED to delegate the authority to approve a location for the football wall to the Committee Chair, Chair and the UG Chair.
- (i) Paragraph 323.2 Pilgrims of St Francis:** the date requested has already been booked. The Committee noted that for this type of booking the Committee would be required to carry out a risk assessment and the group involved would also have to have its own insurance.
- (j) Paragraph 325.1 Front Door:** still requires fixing.
- (k) Paragraph 325.3 PAT:** invoices had been distributed to a number of groups.
- (l) Paragraph 325.4 Wifi:** the designer has drawn up a three-step installation plan which , along with prices, will come before the next finance meeting for consideration.
- (m) Paragraph 323.1 Karate Club:** the club will start on Sunday, 16 March. The Sunday sessions will be 2-5pm in the main hall and Fridays 7-9pm in the small hall. The Committee noted that the instructor was fully qualified and that crash mats are not required for karate. The Clerk is to ask the instructor to confirm that another adult will be present during the children sessions.

330. REGULAR FINANCIAL REPORT AND BOOKINGS

- 330.1** The Committee noted that the following payments had been made into the Village Centre bank accounts since 1 December 2007 to 31 January 2008:

DATE	AMOUNT £	DEPOSIT SLIP	PAYEE	DESCRIPTION
14/12/2007	788.80	788	JK Quality	Monthly bills
14/12/2007	31.00	788	Mrs Keulemans	Children's party
14/12/2007	25.00	788	Snowdrop Trust	Luncheon - balance
14/12/2007	26.20	788	Mr M Hornsey	Saxon Meadow meeting - balance
14/12/2007	73.30	788	Mr H Howden	Football - balance
14/12/2007	17.00	788	Mrs Odell	Ballroom dancing
19/12/2007	31.00	789	Mrs A Moore	Children's party
19/12/2007	75.00	789	Mrs July	Yoga course - balance
19/12/2007	184.60	789	Saturday Football Team	
19/12/2007	13.60	789	Mrs Odell	Ballroom dancing
19/12/2008	285.00	BAC	West Sussex PCT	Quarterly invoice

31/12/2007	45.22	BAC	RBS	Interest to 31 December
15/01/2008	162.00	790	Irish Dancing	Quarterly invoice
15/01/2008	31.00	790	Mrs T Kershaw	Children's party
15/01/2008	50.00	790	RAF Halton	Quarterly invoice
15/01/2008	50.00	790	CDC	Football in the Community
15/01/2008	817.20	790	Chichester Camera Club	Quarterly invoice
15/01/2008	68.00	790	Mrs Odell	Ballroom Dancing
20/01/2008	75.00	791	Mrs G Ford	Party
20/01/2008	40.00	791	Mrs Walder	Party - Deposit
20/01/2008	400.00	791	JK Quality Auctions	Monthly bill
20/01/2008	175.44	791	Mumbaba	Quarterly invoice
20/01/2008	64.80	791	Garden Club	Quarterly invoice
20/01/2008	75.00	791	History Association	Quarterly invoice
TOTAL	3,604.16			

330.2 The Committee RESOLVED that the following payments since 1 December 2007 to 31 January 2008 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
03/12/2007	23.75	D/D	British Gas	First gas payment
11/12/2007	230.01	1178	United Fire Protection	Fire extinguishers service & test
17/12/2008	543.10	D/D	CDC	Rates
18/12/2007	149.70	1179	TPC	VC Accs & Bookings
24/12/2007	75.00	S/O	Mrs J Grice	VC Manager's basic salary
24/12/2007	140.00	S/O	Mrs J Grice	Cleaners's basic salary
28/12/2007	65.88	D/D	British Gas	Electricity bill
28/12/2007	16.00	D/D	Portsmouth Water	Water bill
02/01/2008	61.87	D/D	CDC	Quarterly waste disposal
10/01/2008	56.22	1180	PPL	Phonographic Performance Licence
10/01/2008	30.25	1181	Mrs J Grice	VC Manager's salary balance
10/01/2008	37.09	1181	Mrs J Grice	Cleaning materials, teaspoons & light
10/01/2008	149.70	1182	TPC	VC Accs & Bookings
15/01/2008	543.10	D/D	CDC	Rates
21/01/2008	75.00	S/O	Mrs J Grice	VC Manager's basic salary
21/01/2008	140.00	S/O	Mrs J Grice	Cleaner's basic salary
22/01/2008	50.91	D/D	BT	Phone bill
24/01/2008	158.51	D/D	British Gas	Gas bill
28/01/2008	69.30	D/D	British Gas	Electricity bill
28/01/2008	16.00	D/D	Portsmouth Water	Water bill
30/01/2008		1183	Mrs J Grice	Payee accidentally destroyed cheque
30/01/2008	23.00	1184	CDC	Transfer of premises licence
TOTAL	2,654.39			

330.3 The bank balances are as follows:

Balances as at 12/02/08

Current Account	£808.06
Deposit Account	£7,862.32
Total	£8,670.38

330.4 The Committee were informed that an additional deposit of £203.70 was not included in the balance and the Tangmere Players invoice of approximately £400 is due.

330.5 The Committee was informed that the six-month bank reconciliation of the Centre's accounts had been submitted to the internal auditor as part of an interim audit and had been approved by the Chairman.

330.5 Bookings Report: the Clerk gave the following verbal report:

- A discounted rate of £75 was given for an 18th birthday party. The rate had been agreed by the Committee Chair.
- The Health Clinic has cancelled its Wednesday booking.
- The Lions Club of Chichester has booked a race evening on 12 April.
- The Museum will be celebrating the anniversary of the formation of the RAF on 26 and 27 July and the User Groups were invited to join in the event. The UG Chair will pass this request on to the various groups.
- The Keep Fit organiser has cancelled her class for three weeks without notification. The organiser had previously been informed in writing that if she cancelled her booking without notice she would still be charged. The Committee AGREED that the organiser should be charged for the three weeks. The Committee noted that this does not set a precedent for no notice cancellations of sport fixtures due to circumstances beyond the group's control.
- A request for a discounted rate for a charity talent show to be held on 10 January 2009 in aid of St Wilfreds had been received. The Committee AGREED that the Centre should be offered free of charge.

330. MANAGEMENT ACCOUNTS REPORT

330.1 The Chairman had produced a management accounts report reflecting a ten plus two forecast which was circulated to members (for copy see Minute Book). The forecast is for a surplus of £800. The Committee discussed the Centre's financial position and how the bookings for the different village groups can be accommodated. A proposal for subsidising the Scout Group's use of the School premises was discussed.

331. USERS' GROUP REPORT

331.1 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).

331.2 Gable end grouting: it was noted that the football wall may prove a diversion from this area. A proposal was put forward for planting shrubs on the north side of the Centre may also prevent the balls being bounced off it. The Chairman will look into the proposal.

331.3 Main Hall door curtain: cord system is damaged.

331.4 Small Hall damaged cupboard: the Committee gave permission for the Garden Club to repair the damaged cupboard and to use it for storage.

331.5 Grasscutting: the budget has been increased to accommodate additional cuts as and when required plus weedkilling.

331.6 Anti-climb paint: needs to be redone in the spring.

332. LETTING FEES FOR 2008/2009

332.1 The Committee RESOLVED to recommend to the Parish Council that the current letting charges remain unchanged for the financial year 2008/09 with the exception of the Chichester NHS Trust whose rate will be decreased pro-rata to reflect the reduced booking.

333. TO CONSIDER CONDITIONS AND RESPONSIBILITIES OF PREMISES LICENCE.

333.1 The Committee noted that at all times that the Centre is used for the purpose of the licence the Committee or other responsible person, nominated in writing by the Committee, must be present at the premises. The UG Chair will receive a copy of licensable activities and any group affected will be asked to select a responsible person to be nominated by the Committee.

334. TO CONSIDER A BOOKING FROM A DOG TRAINING SCHOOL

334.1 The item was discussed within the VC Manager's report.

335. TO APPROVE BANKING SIGNATORIES

335.1 The Committee APPROVED the Committee Chair, Chairman, Vice Chair and Finance Chair as authorised signatories for the Centre's bank accounts.

336. HOLIDAY COVER

336.1 The Committee AGREED that the VC Manager should take over the bookings in the Clerk's absence.

337. REPORT ON FOOTBALL TEAMS' MAINTENANCE PROGRAMME.

337.1 As a result of no representative from either team attending the meeting, the Committee AGREED that the Committee Chair, Chairman and the UG Chair should meet with the teams' chairperson to discuss the maintenance programme, outstanding invoices and lack of fixture details.

338. ANY OTHER MATTERS FOR INFORMATION

- 338.1** The Committee noted that the car park contribution for both the Dentist and the Doctors had been increased by £25 per annum.

Date of next meeting: 8 April 2008