

TANGMERE PARISH COUNCIL

Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 10 JUNE 2008

Present: Roger Birkett (Committee Chair) and Andrew Irwin (PC Chair).
Pat Norman, John Rudkin and Judy Simnett (Users Group representatives) and Julia Grice (Village Centre Manager).

Apologies: Christine Baker, David Poulter and Simon Oakley.

350. ELECTION OF COMMITTEE VICE CHAIR

350.1 The Committee deemed it unnecessary to elect a Committee Vice Chair.

351. FOOTBALL TEAMS' MAINTENANCE PROGRAMME UPDATE.

351.1 The Football Chairperson had been contacted several times by both the Clerk and the UG Chair requesting the agreed list of maintenance proposals. The Committee discussed the lack of response from the Chairperson and the lack of notification of a recent fixture.

351.2 The Committee AGREED that the Football Chairperson should be asked to meet with the Committee Chair and the Village Centre Manager to discuss the issues within the next month and that failure to do so would result in the facilities being withdrawn from both teams.

352. MINUTES OF MEETING HELD ON 8 APRIL 2008

352.1 The minutes of the meeting held on 8 April 2008 were approved and signed as a correct record by the Committee Chair.

353. MATTERS ARISING

353.1 (a) **Paragraph 341.1 (a) Hearing Loop:** extra keys have been cut. The VC Chair is to prepare a list of keys kept in the cleaning cupboard and to arrange for a set of loop keys to be sent to the Camera Club. The facility is to be advertised in the next Newsletter and a demonstration of how to use the system will be given at the next UG meeting on 9 July by John Simnett.

(b) **Paragraph 341.1 (b) Tennis Courts:** a glass sweep of the courts has been ordered at a cost of £30.

(c) **Paragraph 341.1 (m) Curtains and track:** two quotes have been received; the first for £2,129.93 and the second for £1,447.64. The Committee AGREED to submit a small discretionary grant application for the project. The Tangmere Players will fill in the form as much as possible and the Clerk will complete and submit it.

(f) **Paragraph 348. Textile recycle bin:** the bin is supplied by a private company which will contact the Clerk re a site visit.

(g) **Paragraph 346.3 Wifi:** the order has been placed.

354. VILLAGE CENTRE'S MANAGER REPORT

354.1 The VC Manager had produced a written report which had been circulated to members (for copy see Minute Book).

354.2 The Committee noted the following:

- Small Works Contractor had carried out three days work.
- **Gardening and slabs:** the gardening contractor is unable to do both jobs for two weeks. The Committee Chair volunteered to replace the broken and loose paving slabs by the end of the week.
- **Holiday Cover:** the Cleaner is having difficulty finding cover for the first two weeks in August. The Committee noted that there are only a couple of bookings in August. If no cover can be found the Clerk volunteered to step in.
- **Ants:** the VC Manager is to contact Environmental Health for a non-chemical solution to get rid of ants.
- the First Aid kit has been refilled and the VC Manager asked that any items used from it should be noted in the incident book.
- the Main Hall curtains will be dry-cleaned in August.

354.3 **Auction:** as the last cheque from the Auction had bounced the Committee AGREED that after this quarter's invoice is sent the Auction should be billed monthly to minimise The Village Centre's exposure.

354.4 The PC Chairman volunteered to remove the broken trolley and steps and the VC Manager is to take the vacuum cleaner home.

354.5 The Committee AGREED that the VC Manager should purchase new plastic chairs to replace the broken ones.

355. REGULAR FINANCIAL REPORT AND BOOKINGS

355.1 The Committee noted that a financial report was not available as all the necessary documents are currently with the Internal Auditor.

355.2 The bank balances are as follows:

Balances as at 10/06/08	
Current Account	£536.37
Deposit Account	£10,407.82
Total	£10,944.19

355.3 **Bookings:** the Committee was informed that a Murder Mystery group had booked the Main Hall for six events, Mumbaba will continue with a new leader and another football team was interested in booking the pitch on a Sunday. The Committee AGREED to await the outcome of the meeting with the existing football teams and approved a discounted rate of £100 for the hire of the Small Hall for a 70th birthday party. The Clerk was informed that there had been a double booking of the Small Hall on 6 June.

355.4 Gas and electricity contracts: the contracts are not due for renewal until October but the current contractor has sent out renewal notices. To avoid being automatically tied into another contract the Committee must make a decision as to continue with existing contractor. The Committee AGREED to delegate the authority to the Committee Chair and the PC Chairman to negotiate new contracts for the gas and electricity supplies.

356. USERS' GROUP REPORT

356.1 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).

356.2 Guttering: to be added to the Small Works Contractor's jobs.

356.3 Paper Towels: John Rudkin to purchase paper towels and holder.

356.4 Malcolm Road Flooding: work completed.

356.5 Football Wall: the Clerk is to contact the LAT Chair re an installation date.

356.6 Litter Clearance: additional bin for plastic bags; the cost of purchasing a new bin and the emptying of the additional bin would be too costly - new bin £300 plus vat and an annual premium of £350 for the emptying of it.

356.7 Adventure play area bin: the Clerk is to contact Piers Taylor for the specification of the anti-vandal bin in Spitfire Court and place an order for one in the adventure play area.

356.8 Recycling screen: await installation of textile recycling bin before addressing the issue.

356.9 Grasscutting: the Contractor will be asked to cut the front of the Village Centre each time the recreation field is cut.

356.10 Tennis Courts: the Clerk is to order two sets of nets and posts once the Committee Chair has confirmed the size of the existing sockets.

356.11 The VC Manager is to organise a replacement for the kitchen's missing mop and bucket.

357 RISK ASSESSMENT UPDATE.

357.1 A Risk Assessment form with guidelines will be distributed to User Groups via the UG Chair. The forms should be completed and returned for discussion at the next UG meeting on 9 July. The forms will then come before the next VC meeting in August.

358. VILLAGE CENTRE MANAGER'S AND CLEANER'S APPRAISAL

358.1 The Village Centre Manager left the meeting at this point. The appraisal had been carried out by the Committee Chair prior to the meeting. The Committee Chair praised the VC Manager for her work throughout the year.

358.2 The Committee AGREED that the following:

- VC Manager should be given the authority to place orders for repairs up to a value of £150. Necessary repairs above this limit will require the Committee Chair's approval.
- the Village Centre Manager's hourly rate will increase from £7.50 to £8.00 with immediate effect and
- the Cleaner's hourly rate will increase from £7.00 to £7.50 also with immediate effect.

359. ANY OTHER MATTERS FOR INFORMATION

359.1 There were no other matters for information.

Date of next meeting: 12 August 2008