

# TANGMERE PARISH COUNCIL

## Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 12 AUGUST 2008

**Present:** Roger Birkett (Committee Chair), Andrew Irwin (PC Chair), Christine Baker (PC Vice Chair), Helen Punnett and Brian Wood.

Pat Norman and Judy Simnett (Users Group representatives), Simon Oakley (UG Chair) and four Tangmere FC representatives.

**Apologies:** Julia Grice, David Poulter, John Perry and John Rudkin.

### **360. TO CONSIDER SATURDAY FOOTBALL TEAM'S REQUEST FOR USE OF VILLAGE CENTRE FACILITIES.**

**360.1** The Team's Treasurer informed the Committee that its former Chairperson was no longer involved with the team and that she had not passed on details of recent correspondence from the Committee regarding the lack of maintenance. The Treasurer asked the Committee to re-consider its decision to withdraw the facilities from the Saturday team as it was now under new management. He gave details of the team's finances. Its sole income is from subscriptions as the team does not have any sponsorship - this just covers expenses such as paying for a referee, affiliation to the League and insurance premiums. The Committee noted that the majority of the players are from Tangmere. The Committee also acknowledged the team's restricted finances.

**360.1** The Committee AGREED to Tangmere FC's use of the Village Centre facilities for the 2008/2009 season subject to prompt notice of fixtures, continued cleanliness of the changing rooms and the drawing up of a list of affordable grounds maintenance.

The football representatives left the meeting.

### **361. MINUTES OF MEETING HELD ON 10 JUNE 2008**

**361.1** The minutes of the meeting held on 10 June 2008 were approved and signed as a correct record by the Committee Chair.

### **362. MATTERS ARISING**

**362.1 (a) Paragraph 353.1 (a) Hearing Loop:** Users are to contact John Simnett for a demonstration.

**(b) Paragraph 353.1(f) Textile Bank:** the bank should be put in place during August.

**(c) Paragraph 353.1(g) Wi-Fi:** the hardware will be sited in the loft due to the location of the master telephone point. The PC Chair asked that the Wi-Fi password be Tangmere to ensure ease of use for residents.

**(f) Paragraph 355.4 Gas & Electricity:** Both contracts have been awarded to Scottish Power as it provided the most competitive quotes. The gas contract will transfer shortly and will be on a 28-day rolling contract. The supply of electricity will be transferred on 19 October and the contract is to March 2011.

**(g) Paragraph 353.1 Curtains:** the Clerk is to complete and submit the grant form.

- (h) **Paragraph 354.2 Paving slabs:** the slabs to the south side of the Youth Club were damaged by a car parking on the path. The patio at the main entrance is beginning to deteriorate.
- (i) **Paragraph 354.3 Auction payment:** payments are up to date.

### 363. VILLAGE CENTRE'S MANAGER REPORT

363.1 The VC Manager had produced a written report, detailed below, which had been circulated to members:

- Windows finally replaced, company informed of dissatisfaction with the service.
- Bushes and de-weeding completed by Littlejohns.
- New kitchen towel holder fitted in the kitchen.
- Loose toilet mended in the ladies.
- Curtains to be dry-cleaned and rails to be looked at on return from holiday.
- Outside light at rear of building not working to be looked at.
- Cigarette holders put back up - seem to be holding their own!
- Broken display board needs a new lock.
- Guttering at rear of building mended.
- One set of tennis posts and nets installed - hope to install second set shortly.

363.2 The Committee expressed its thanks to the VC Manager and her husband for the installation of the nets and posts.

363.3 The Committee noted that 24 new chairs and new locks for the damaged noticeboard had been ordered.

### 364. REGULAR FINANCIAL REPORT AND BOOKINGS

364.1 The Committee noted that the following payments had been made into the Village Centre bank accounts since 1 April to 31 July 2008:

DATE	AMOUNT £	DEPOSIT SLIP	PAYEE	DESCRIPTION
09/04/2008	30.00	796	Chichester Cormorants	Party
09/04/2008	87.60	796	TPC	Quarterly Bill
09/04/2008	27.20	796	Mrs Odell	Ballroom Dancing
02/05/2008	183.60	797	2nd Tangmere Scouts	Quarterly Bill
02/05/2008	75.00	797	Mrs July	Balance for yoga course
02/05/2008	28.90	797	Boxgrove & District Conser	Balance - luncheon
02/05/2008	33.60	797	Mrs M Preece	Camera Club
02/05/2008	475.00	797	JK Quality	Monthly bill
02/05/2008	102.00	797	Enska Karate	Quarterly Bill
02/05/2008	64.80	797	Garden Club	Quarterly Bill
02/05/2008	51.00	797	St Andrews	Quarterly Bill
02/05/2008	25.20	797	RAF Halton	Quarterly Bill
02/05/2008	54.00	797	Coffee Morning	Quarterly Bill

02/05/2008	81.60	797	Mrs Odell	Ballroom Dancing
02/05/2008	64.80	797	Flower Club	Quarterly Bill
02/05/2008	1,087.20	797	Camera Club	Quarterly Bill
02/05/2008	19.50	797	Camera Club	PAT
02/05/2008	170.00	797	Youth Club	Quarterly Bill
02/05/2008	40.50	797	Youth Club	PAT charges
02/05/2008	76.00	797	Tuesday Club	Quarterly Bill
20/05/2008	326.60	798	Tangmere Players	Quarterly Bill
20/05/2008	24.00	798	Tangmere Players	PAT charges
20/05/2008	600.00	798	JK Quality	Monthly bill
20/05/2008	137.70	798	Mumbaba	Quarterly Bill
20/05/2008	20.00	798	Virgin Vie	Hire of Chairs
20/05/2008	68.00	798	Mrs Odell	Ballroom Dancing
06/06/2008	219.15	BAC	West Sussex PCT	Quarterly Bill
30/06/2008	47.35	BAC	RBS	Interest to 30 June
04/07/2008	60.00	799	Mr Townsend	Luncheon
04/07/2008	97.20	799	Keep Fit	Quarterly Bill
04/07/2008	31.00	799	Mr & Mrs Collins	Children's party
04/07/2008	80.00	799	Mr M Stockton	Murder/Mystery Evenings
04/07/2008	34.00	799	Mrs Odell	Ballroom Dancing
04/07/2008	25.00	799	CDC	Football in the Community
TOTAL	4,547.50			

**364.2** The Committee RESOLVED that the following payments since 1 April – 31 July 2008 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
01/04/2008	67.21	D/D	CDC	Quarterly waste disposal bill
14/04/2008	215.00	S/O	Mrs J Grice	VC Manager's & Cleaner's basic salary
15/04/2008	588.60	D/D	CDC	Rates
21/04/2008	224.95	D/D	British Gas	Gas bill
22/04/2008	49.45	D/D	BT	VC Phone Bill
22/04/2008	54.75	1193	Mrs J Grice	VC Manager's & Cleaner's salary balance
22/04/2008	24.31	1193	Mrs J Grice	Cleaning materials & wood chips
22/04/2008	212.88	1194	TPC	VC Accs & Bookings
22/04/2008	6.46	1195	Mrs J Grice	Cleaning materials
22/04/2008	56.40	1196	Mrs M Monachan	Ashtray bins
22/04/2008	117.50	1197	AD Broughton	Servicing of boilers
28/04/2008	66.49	D/D	British Gas	Electricity Bill
28/04/2008	17.00	D/D	Portsmouth Water	Water bill
12/05/2008	215.00	S/O	Mrs J Grice	VC Manager's & Cleaner's basic salary
15/05/2008	589.10	D/D	CDC	Rates
20/05/2008	45.08	1198	Mrs J Grice	Cleaner's salary balance & materials

20/05/2008	142.80	1199	TPC	VC Accs & Bookings
20/05/2008	6.00	1200	Mrs M Monahan	VC front door keys
28/05/2008	56.93	D/D	British Gas	Electricity bill
28/05/2008	17.00	D/D	Portsmouth Water	Water bill
05/06/2008	205.36	1201	Southern Water	Wastewater bill
05/06/2008	40.66	1202	Mrs J Grice	Cleaning materials, first aid kit & door handle
09/06/2008	215.00	S/O	Mrs J Grice	VC Manager's & Cleaner's basic salary
10/06/2008	28.50	1203	Mrs J Grice	Cleaning balance & bookings
10/06/2008	7.12	1203	Mrs J Grice	Cleaning materials
11/06/2008	523.98	1204	Mr T H Cline	VC Repairs & maintenance
13/06/2008	4.00	BAC	RBS	Bank Charges
14/06/2008	59.50	1205	Ms V Lander	Cleaner's salary - Thursdays
14/06/2008	478.19	1206	Mr B Mason	Supply & fit of kitchen flooring
14/06/2008	20.73	1207	Mr A Grice	Keys for new cleaner
14/06/2008	163.20	1208	TPC	VC Accs & bookings
16/06/2008	589.10	D/D	CDC	Rates
30/06/2008	595.73	1209	Bradley Electrical 2004 Ltd	Emergency lighting
30/06/2008	53.25	D/D	British Gas	Electricity
30/06/2008	17.00	D/D	Portsmouth Water	Water bill
30/06/2008	1,712.19	1210	TPC	Contribution to hearing loop
01/07/2008	67.21	D/D	CDC	Quarterly waste disposal bill
07/07/2008	215.00	S/O	Mrs J Grice	VC Manager's & cleaner's basic salary
10/07/2008	27.25	1211	Mrs J Grice	VC Manager's & cleaner's salary balance
10/07/2008	28.86	1211	Mrs J Grice	Cleaning materials & drill piece
10/07/2008	60.00	1212	Ms V Lander	Cleaner's salary - Thursdays
15/07/2008	589.10	D/D	CDC	Rates
18/07/2008	679.62	D/D	British Gas	Gas bill
22/07/2008	163.20	1213	TPC	VC Accs & bookings
22/07/2008	49.22	D/D	BT	VC Phone
28/07/2008	17.00	D/D	Portsmouth Water	Water bill
<b>TOTAL</b>	<b>9,382.88</b>			

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

Balances as at 12/08/08

Current Account	£563.62
Deposit Account	£6,055.17

**Total** **£6,618.79**

**plus £1,443.00 deposited on 12 August**

**364.4 Bookings:** the Lions Club has cancelled its booking on 13 September but hope to reschedule in March/April next year. Mumbaba has cancelled its booking as the group is unable to find a leader for the Friday session.

**365. USERS' GROUP REPORT**

- 365.1** 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).
- 365.2 Auction:** cars and vans parking on the grass verges are causing visibility problems when exiting car park. The VC Manager is to contact Trading Standards to see if a licence is required for the preparation and selling of food and to check the PAT certificates for all the Auction's cooking equipment.
- 365.3 Communications Book:** cabin hook from small hall is missing.
- 365.4 Bike stands:** planning permission may be required for the proposed bike shelter.
- 365.5 Cleaning:** the Committee AGREED that a deep clean of the Centre and equipment should take place on a six-monthly basis which would include carpet cleaning and de-greasing of kitchen. The Committee noted that this would entail extra hours for the Cleaner. The VC Manager is to obtain a quote for the carpet cleaning. The date of the next super-chlorination of the changing room showerhead should be checked.
- 365.6 Car Park Lights:** the lights control is by the stage. John Simnett is to show the VC Manager and the UG Chair how to operate the controls.
- 365.7 Kitchen Door:** needs sanding however the Committee noted that the door has a metal bar at the bottom so sanding is not possible.
- 365.8 Main Hall Fire Exit Door:** small walls either side identified as a trip hazard. The VC Manager is to obtain a quote for an arc of steel tubing for each wall.
- 365.9 Changing Room:** broken toilet seat needs replaced and overflow from cleaner's cupboard is continuous.
- 365.10 Landscaping:** shrubbery around VC and hedge at front of Centre requires trimming.

**367 RISK ASSESSMENT UPDATE.**

- 367.1** The Risk Assessment form with updated guidelines will be distributed along with the UG minutes. The responses will be discussed by the Committee Chair, PC Chair and VC Manager. The results will come before the next Management Committee meeting in October.

**368. ANY OTHER MATTERS FOR INFORMATION**

- 368.1** The meeting noted that the Village Day raised just under £3000 which will be split between the three village groups.
- 368.2 Accident Book:** User Groups should be made aware of the Accident Book and to use when accidents to occur.

**Date of next meeting: 14 October 2008**