TANGMERE PARISH COUNCIL

Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 14 OCTOBER 2008

Present: Roger Birkett (Committee Chair), Andrew Irwin (PC Chair), Christine Baker (PC Vice Chair), John Perry, Helen Punnett and Brian Wood.
Julia Grice (VC Manager), Pat Norman and Judy Simnett (Users Group representatives), Simon Oakley (UG Chair).

Apologies: David Poulter

369. MINUTES OF MEETING HELD ON 12 AUGUST 2008

369.1 The minutes of the meeting held on 12 August 2008 were approved and signed as a correct record by the Committee Chair.

370. MATTERS ARISING

370.1 (a) **Paragraph 362.1 (f) Gas and Electricity Contracts:** the meeting noted that due to the new supplier not registering the accounts in time there will be a delay of three weeks until the services are transferred.

(b) **Paragraph 362.1(a) Hearing Loop:** the WI and the Flower Club have a key. Anyone interested in using the systems should contact John Simnett for a demonstration and the Clerk for a key.

(c) **Paragraph 365.2 Food Licence:** the VC Manager had contacted an officer at CDC regarding the need for a licence. The Officer had visited Tangmere the next day but has not been in contact. The VC Manager is to chase up a response.

(e) **Paragraph 362.1 (a) Textile Bank:** the supplier has not responded to the Clerk's messages. The Clerk is to contact the supplier again to confirm an installation date.

(f) **Paragraph 362.1 (g) Curtains:** three quotes for the tracks and curtains are required for the grant application. Another curtain quote will be obtained next week.

(g) **Paragraph 363.1 Noticeboards**: the Committee AGREED that replacement perspex should be ordered for the boards from the original supplier and that the VC Manager will arrange the installation.

(h) **Paragraph 365.6 Car Park Lights:** appear to operating correctly.

(i) **Paragraph 365.7 Kitchen door:** to be reviewed as part of the risk assessment.

371. VILLAGE CENTRE'S MANAGER REPORT

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

- Centre security.
- Quotes: carpet clean (£129 plus vat), electric switch (£125 plus vat), metal safety bar, two for roof repairs and plumbing – no quote received to date.
- Users' use of the centre
  - Using the correct room booked.
  - Users arrival time
  - Parking issues
- Cooker – replace or repair.
- Are we being eco – 2 fridges running 24/7 with nothing in them?

- Small pockets of damage occurring
  - Broken mirror in men's toilet
  - Hinge on door buckled
  - Noticeboards smashed
  - Attempted break-in
- Risk assessment – issues arising
- Vent axis cleaned
- Super-chlorination of showerheads completed.
- Light rear of building fixed.
- Heating on.

371.2 The Committee AGREED the following:

- the smaller fridge to be got rid of and that the larger one should be turned down when not in use,
- the VC Manager to purchase new brooms for the kitchen and additional wet floor signs, and
- that the VC Manager to investigate whether the hot water heating system for the showers is required in view of the new gas fired facility.

371.3 The Committee noted the lack of attendance of either the Community Wardens or PCSO at the Youth Club on Monday evenings. Both will be asked to include it in their rota.

372. REGULAR FINANCIAL AND BOOKINGS REPORTS PLUS SIX-MONTH BANK RECONCILIATION

372.1 The Committee noted that the following payments had been made into the Village Centre bank accounts since 1 August to 30 September 2008:

DATE	AMOUNT £	DEPOSIT SLIP	PAYEE	DESCRIPTION
01/08/2008	91.80	800	Garden Club	Quarterly Bill
01/08/2008	840.60	800	Camera Club	Quarterly Bill
01/08/2008	31.00	800	Mr & Mrs Collins	Balance for Children's parties
01/08/2008	400.00	800	JK Quality	Quarterly Bill
01/08/2008	163.20	800	Youth Club	Quarterly Bill
01/08/2008	50.40	800	RAF Halton	Quarterly Bill
01/08/2008	66.00	800	Coffee Morning	Quarterly Bill
01/08/2008	64.80	800	Flower Club	Quarterly Bill
01/08/2008	107.10	800	Mumbaba	Quarterly Bill
01/08/2008	115.60	800	Mrs Odell	Ballroom Dancing
11/08/2008	800.00	801	JK Quality	Monthly bill x 2
11/08/2008	423.60	801	Cricket Club	Quarterly Bill
11/08/2008	114.00	801	Tuesday Club	Quarterly Bill
11/08/2008	51.00	801	St Andrews	Quarterly Bill
11/08/2008	54.40	801	Mrs Odell	Ballroom Dancing
18/08/2008	25.00	802	Virgin Vie	Chair hire
18/08/2008	125.00	802	Snowdrop Trust	Meetings
18/08/2008	40.00	802	Mr M Stockton	Murder Mystery

18/08/2008	27.20	802	Mrs Odell	Ballroom Dancing
18/08/2008	25.00	802	Mr Brooks	Chair and table hire
09/09/2008	119.70	803	WI	Quarterly Bill
09/09/2008	31.00	803	Rachel Pallet	Children's party
09/09/2008	31.60	803	Chichester Cormorants	Balance
09/09/2008	118.80	803	Keep Fit	Quarterly Bill
09/09/2008	15.00	803	Ballet	Hall hire
09/09/2008	214.20	803	Karate	Quarterly Bill
10/09/2008	219.15	BAC	West Sussex PCT	Quarterly Bill
30/09/2008	30.58	BAC	RBS	Interest to 30 Sept
TOTAL	**4,395.73**			

372.2 The Committee RESOLVED that the following payments since 1 August – 30 September 2008 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
04/08/08	215.00	S/O	Mrs J Grice	VC Manager's & cleaner's basic salary
04/08/08	23.48	1214	T Youth Club	Paper towel holder & refills
04/08/08	88.13	1215	Alpha Supplies	Chair trolley
12/08/08	64.00	1216	Mr D Hodnett	Refund of Lions Club's deposit
12/08/08	22.50	1217	Mrs J Grice	VC Manager's & cleaner's salary balance
12/08/08	5.11	1217	Mrs J Grice	Cleaning materials
12/08/08	73.13	1218	Ms V Lander	VC cleaning
15/08/08	589.10	D/D	CDC	Rates
19/08/08	76.49	1219	United Fire Protection	6-monthly insp & issue of fire cert
19/08/08	142.80	1220	TPC	VC Accs & bookings
19/08/08	92.95	1221	Mrs J Grice	Cleaning materials & curtain dry cleaning
28/08/08	17.00	D/D	Portsmouth Water	Water Bill
01/09/08	215.00	D/D	Mrs J Grice	VC Manager's & cleaner's basic salary
09/09/08	140.62	1222	Mrs J Grice	VC Manager's & cleaner's salary balance
09/09/08	24.83	1222	Mrs J Grice	Cleaning mats, rail & keybox repairs
09/09/08	20.67	1223	Mr S Oakley	UG Chair expenses
09/09/08	91.87	1224	Ms V Lander	Cleaning plus holiday cover
09/09/08	297.16	1225	Parham Brothers	Replacement windows
09/09/08	241.96	1226	Furniture@work Ltd	24 chairs
15/09/08	589.10	D/D	CDC	Rates
23/08/08	142.80	1227	TPC	VC Accs & bookings
29/09/08	215.00	S/O	Mrs J Grice	VC Manager's & cleaner's basic salary
29/09/08	155.95	D/D	British Gas	Gas bill
29/09/08	17.00	D/D	Portsmouth Water	Water bill
TOTAL	**3,561.65**			

372.3 The bank balances are as follows:

Balances as at 14/10/08	
Current Account	£527.44
Deposit Account	£6,985.75
Total	***£7,513.19***

372.4 **Bookings:** two wedding reception requests had been received – booking fees of £150 for the main hall plus kitchen and £200 for the whole centre per day were quoted.

372.5 The Auction is behind with its payments but has confirmed that it would pay a minimum of £200 per week to pay off the outstanding amount. The organisers had also agreed to distribute a polite notice to cars parking on Malcolm Road during the Auction.

372.6 **Six-month bank reconciliation:** the Committee received and approved the bank reconciliation for the VC accounts for the period 1 April to 30 September 2008.

373. MANAGEMENT ACCOUNTS

373.1 The PC Chairman had produced a management accounts report reflecting a six plus six forecast which was circulated to members (for copy see Minute Book). The Committee noted that the accounts of 2007/2008 and 2008/2009 produce a balanced budget. The reserves from 2007/2008 were due partly to the funds set aside for the hearing loop not being paid out in that period. The Committee noted that the £4,000 set aside for building repairs would result in the deficit.

373.2 The Committee AGREED to accept the quotes for the carpet clean and the electric switch for the light on the Youth Club external wall.

373.3 The Committee AGREED to recharge the VC Manager's time spent on the installation of the new tennis nets and posts to the Parish Council as it falls under the Environment Committee remit.

374. USERS' GROUP REPORT

374.1 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).

374.2 **Kitchen water boiler service and lamp in changing room:** VC Manager to check on service date.

374.3 **Curtains:** curtains cleaned and one track replaced.

374.4 **Main Door Closure Systems:** VC Manager to obtain quote for replacement unit.

374.5 **Weed Killing**: UG Chair queried if the additional spraying had been carried out. The Contractor had phoned in September to confirm that it had.

374.6 The Clerk is to forward a copy of the UG Minutes to the VC Manager on receipt from the UG Chair so that maintenance items can be addressed prior to the Committee meeting.

375 RISK ASSESSMENT UPDATE.

375.1 A number of Risk Assessment forms had been returned from Users Groups. The findings will be consolidated and brought before the next meeting.

376. VILLAGE CENTRE SECURITY

376.1 The Committee discussed the implications of the attempted break in to the centre.

376.2 The Clerk is to check the security conditions attached to the insurance policy.

377. AUTHORISATION TO SET UP THE WI-FI DIRECT DEBIT

377.1 The Committee AGREED to authorise the Clerk to set up an online direct debit for the Wi-Fi monthly charge of £17.04.

378. BOOKING REQUEST FROM A CARAVAN CLUB

378.1 The Clerk had received a written request from a caravan club which asked to use the overflow car park of the centre for one week-end and the use of the Centre on Friday and Saturday evenings and Sunday morning whilst they visit the Museum. The Committee discussed the request.

378.2 The Committee AGREED not to accept the booking as the camper vans would be a nuisance to the residents whose properties back onto the overflow car park.

379. ANY OTHER MATTERS FOR INFORMATION

379.1 The meeting noted that the Cricket Club had been approached by a number of cricket third elevens teams regarding the booking of the recreation field. The Parish Council will await a written request from the teams.

Date of next meeting: 9 December 2008