

# TANGMERE PARISH COUNCIL

## Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 9 DECEMBER 2008

**Present:** Roger Birkett (Committee Chair), Andrew Irwin (PC Chair), Christine Baker (PC Vice Chair), David Poulter and Brian Wood.  
Julia Grice (VC Manager), John Rudkin and Judy Simnett (Users Group representatives), Simon Oakley (UG Chair).

**Apologies:** John Perry and Helen Punnett

### 380. MINUTES OF MEETING HELD ON 14 OCTOBER 2008

**380.1** The minutes of the meeting held on 14 October 2008 were approved and signed as a correct record by the Committee Chair.

### 381. MATTERS ARISING

- 381.1 (a) Paragraph 372.5 Auction:** payments are up to date. The Committee Chair had met with the organisers following complaints about parking. The organisers were apologetic about the nuisance to people attending the Surgery and are keen to continue their booking at the Centre. They agreed to put up a sign telling people to move vehicles once they have dropped off their items. The parking will continue to be monitored.
- (b) Paragraph 376.2 Centre Security:** the insurer had been contacted and had forwarded a leaflet on minimum security measures (passed to VC Manager). However, it had said that modifications should not be carried out until the Centre had been surveyed by an architect on behalf of the insurance company. This will take place in the next two to three months.

### 382. VILLAGE CENTRE'S MANAGER REPORT

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

#### REPAIRS UPDATE

- Door slow closers adjusted - two new adjusters required.
- Insulation put round front door/main hall door.
- Fridge disposed of.
- Fire extinguishers serviced.
- Boiler serviced, one boiler not working 100%.
- Back toilets ball cock replaced/leak stopped.
- Portsmouth Water reported no leaks – to look at bills to see if estimated.
- New wet floor signs/brooms purchased.

#### OTHER MATTERS

- Letter from Southern Fire protection – a lot cheaper than United Fire Protection.
- Notice received that the Centre will be inspected for asbestos in January.
- Both Moya and I have a Bookers card – cleaning materials will be purchased monthly.

- Thank you to users – no problems since last meeting – query shutting door whilst in building!

### REPAIRS TO BE LOOKED AT

- Loose small toilet/floor and soil pipe.
- Sensor flushes for men's toilet/plumber booked for 12/12.
- Shall we sensor flusher the changing rooms to save on water bill?
- Light out on Youth Club.
- Light out on floodlight by recycling.
- Quotes for roof works not forthcoming.
- Steel tubing: first company not interested – shall we knock down the walls or paint them white?
- Cooker: price list obtained from Curry's.
- Window glass Committee Room – replace?
- Removal of brick plinth in front of building.

These works could be carried out from Christmas to end of January

#### 382.3 The Committee AGREED the following:

- that the cheaper quote from the second company for the servicing of the fire extinguishers should be taken up unless the current supplier can match the price and
- that the PC Chairman is to investigate previous water bills from Portsmouth Water and Southern Water to confirm normal usage in light of the recent high meter reading from Portsmouth Water.

382.4 The Committee noted that the two youths responsible for the damage to the notice boards and the graffiti on the entrance door have been identified. The Community Wardens are to be informed.

### 383. REGULAR FINANCIAL AND BOOKINGS REPORTS

383.1 The Committee noted that the following payments had been made into the Village Centre bank accounts since 1 October to 30 November 2008:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
01/10/2008	67.21	D/D	CDC	Quarterly waste disposal bill
03/10/2008	59.97	1228	Mrs J Grice	Cleaning balance & materials
14/10/2008	60.00	1229	V Lander	Cleaner's salary 11/09-06/10/08
17/10/2008	589.10	D/D	CDC	Rates
20/10/2008	577.71	D/D	British Gas	Gas Bill
21/10/2008	58.81	1230	PPL	Phonographic Performance Licence
21/10/2008	34.08	1231	Aztec Computers Ltd	Two months' wi-fi subscription
21/10/2008	142.80	1232	TPC	VC Accs & bookings
22/10/2008	49.35	D/D	BT	VC Phone Bill
27/10/2008	215.00	S/O	Mrs J Grice	VC Manager's & cleaner's basic salary
28/10/2008	43.50	1233	Mrs J Grice	Balance of VC Mgr & cleaning salary
28/10/2008	97.02	1233	Mrs J Grice	Cleaning materials, lock, signs and broom

28/10/2008	17.00	D/D	Portsmouth Water	Water bill
11/11/2008	60.00	1234	V Lander	Cleaner's salary 08/10-02/11/08
11/11/2008	177.13	1235	Bradley Electrical (2004) Ltd	Cleaning 3 vents & replace grill light bulb
11/11/2008	151.58	1236	Apple Cleaning Services	Carpet cleaning
11/11/2008	61.10	1237	United Fire Protection	Annual service
17/11/2008	50.00	D/D	Scottish Power	Gas - initial payment
17/11/2008	589.10	D/D	CDC	Rates
18/11/2008	17.04	1238	Aztec Computers Ltd	Wi-Fi monthly subscription
18/11/2008	168.93	1239	TPC	VC Accs and bookings plus backdated pay
24/11/2008	215.00	S/O	Mrs J Grice	VC Manager's & cleaner's basic salary
28/11/2008	17.00	D/D	Portsmouth Water	Water bill
<b>TOTAL</b>	<b>3,518.43</b>			

**383.2** The Committee RESOLVED that the following payments since 1 October – 30 November 2008 be approved as detailed below:

<b>DATE</b>	<b>AMOUNT £</b>	<b>DEPOSIT SLIP</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>
01/10/2009	200.00	BAC	JK Quality	Offset payment
06/10/2009	200.00	BAC	JK Quality	Offset payment
07/10/2008	205.70	804	2nd Tangmere Scouts	Quarterly Bill
07/10/2008	20.00	804	Chichester Care line	Luncheon - deposit
07/10/2008	540.60	804	Tangmere Players	Quarterly Bill
07/10/2008	280.70	804	Cricket Club	Quarterly Bill
07/10/2008	226.80	804	Irish Dancing	Quarterly Bill
07/10/2008	142.80	804	Mrs Odell	Ballroom Dancing
07/10/2008	2.95	804	BT Phone	VC Phone
07/11/2008	115.20	805	TPC	Quarterly Bill
07/11/2008	52.50	805	TPC	Tennis post inst refund
07/11/2008	112.20	805	Youth Club	Quarterly Bill
07/11/2008	43.20	805	Flower Club	Quarterly Bill
07/11/2008	313.20	805	Camera Club	Quarterly Bill
07/11/2008	25.20	805	RAF Halton	Quarterly Bill
07/11/2008	68.00	805	Tangmere Players	Quarterly Bill
07/11/2008	32.40	805	Keep Fit	Quarterly Bill
07/11/2008	64.80	805	Garden Club	Quarterly Bill
07/11/2008	57.00	805	Tuesday Club	Quarterly Bill
07/11/2008	20.40	805	St Andrews	Quarterly Bill
07/11/2008	66.60	805	WI	Quarterly Bill
07/11/2008	40.00	805	Mr M Stockton	Murder Mystery
07/11/2008	27.00	805	Tangmere FC	Quarterly Bill
07/11/2008	108.80	805	Mrs Odell	Ballroom Dancing
11/11/2008	200.00	BAC	JK Auction	Offset payment
14/11/2008	219.15	BAC	West Sussex PCT	Quarterly Bill

14/11/2008	120.00	806	Ms N Hunting	Private Party
14/11/2008	183.60	806	Enska Karate	Quarterly Bill
14/11/2008	31.00	806	Ms G Parker	Children's Party
14/11/2008	34.00	806	Mrs Odell	Ballroom Dancing
17/11/2008	200.00	BAC	JK Auction	Offset payment
19/11/2008	200.00	BAC	JK Auction	Offset payment
21/11/2008	200.00	BAC	JK Auction	Offset payment
28/11/2008	200.00	BAC	JK Auction	Offset payment
<b>TOTAL</b>	<b>4,553.80</b>			

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

Balances as at 09/12/08

Current Account	£556.45
Deposit Account	£7,285.75
<b>Total</b>	<b>£7,842.20</b>

**383.4 Bookings:** a bee-keeping group had been interested in holding a course in the Centre but decided against booking as they thought that it would have been too noisy with the Players and Youth Club using the Centre at the same time.

#### **384. MANAGEMENT ACCOUNTS**

**384.1** The PC Chairman had produced a management accounts report reflecting an eight plus four forecast which was circulated to members (for copy see Minute Book). The Committee noted that up to 30 November a deficit of £2,800 was forecast and a deficit of £3,100 at the end of the year.

**384.2** The Committee AGREED to authorise the VC Manager to purchase a new hob and oven for the kitchen at a price of £250-300 and to price a sensor flusher for the changing rooms.

**384.3** The Committee noted that the VC Manager was authorised to carry out small jobs that would be considered too small for an external contractor.

#### **385. USERS' GROUP REPORT**

**385.1** 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).

**385.2 Grant application:** application submitted and the preferred supplier changed to the one with the cheapest quote. Decision will be made in January.

**385.3 Cycle Stand:** Permission has been granted for the shelter and stand but a certificate of lawfulness is to be sought prior to installation. A local builder has agreed to install both pieces at cost price.

**385.4 Changing Rooms:** the water boiler there supplies two sinks in the changing rooms and new pipe work would be required to connect the sinks to the new boiler. One radiator is not working in the changing rooms.

**385.5** The meeting noted that the textile recycle bank is now in place.

**386 RISK ASSESSMENT UPDATE.**

**386.1** The PC Chair had collated all the data - all actions have been included and a number of controls are to be looked at. The VC Manager is to file all the relevant paperwork with the report. The report will be circulated to members for consideration and brought before the next meeting for approval. Portable Appliance Testing is to be included in the report.

**386.2** The Committee AGREED to the removal of the small walls by one of the main hall emergency exits as they had been identified as trip hazards. The Committee delegated the authority to the Committee Chair and the PC Chair to decide on the best method of ensuring the area is safe.

**387. REVIEW OF HIRE CHARGES FOR 2009/2010**

**387.1** The Committee discussed the financial position of the VC accounts and AGREED that it was not minded to increase charges for the next financial year. The recommendation will go before the next UG meeting.

**388. CHRISTMAS COVER**

**388.1** The Committee AGREED to the VC Manager taking over bookings over the Christmas period.

**389. ANY OTHER MATTERS FOR INFORMATION**

**389.1** The meeting noted that the rebuild of the New Park Centre has reduced the number of parking spaces and that it might be an opportunity to advertise the Centre's facilities.

**Date of next meeting: 10 February 2009**