

# TANGMERE PARISH COUNCIL

## Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 10 FEBRUARY 2009

**Present:** Christine Baker (PC Vice Chair), Helen Punnett and Brian Wood.  
Julia Grice (VC Manager), Shaun Brindley, Fiona Jackman, Pat Norman, John Rudkin and Judy Simnett (Users Group representatives).

**Apologies:** Roger Birkett, Andrew Irwin, John Perry, David Poulter and Simon Oakley

### 390. CHAIRMANSHIP OF MEETING

**390.1** Due to the absence of the Committee Chair, the Committee AGREED that the PC Vice Chair should be Acting Chair for the duration of the meeting.

### 391. REPORT ON TANGMERE FC'S MAINTENANCE PROGRAMME

**391.1** The Football Team Rep gave the following the verbal report:

- there are two home games in March left this season. The meeting noted that there had been problems obtaining the fixture dates in time.
- The team propose to take down the goalpost nearest the Pub and store it by the garage. Clarification was sought as to the new location for the second goalpost and a date to move it. New top soil will be added to level the goal mouth areas. A quote of £340 plus vat for the four inch aeration of the pitch had been obtained. The contractor had recommended that aeration is carried every three summers. The holes left by the goal posts will be capped so that they are flush with the ground and of no risk to the public. The Team requested permission to permanently mark out the corners of the pitch.

**391.2** The Committee discussed the programme and request. The meeting noted the Parish Council had acknowledged the team's limited finances and that the aeration quote and details of how much the Team is able to contribute towards the cost is to come before the next Finance Committee meeting. The Committee AGREED that the Team should seek further details on the different methods of marking out the pitch and bring to the next Committee meeting.

### 392. MINUTES OF MEETING HELD ON 9 DECEMBER 2008

**392.1** The minutes of the meeting held on 9 December 2008 were approved and signed as a correct record by the Acting Committee Chair.

### 393. MATTERS ARISING

**393.1 (a) Paragraph 382.3 Portsmouth Water:** still awaiting official confirmation that the meter reading query has been resolved. Southern Water has put its bill on hold for the interim.

### 393. VILLAGE CENTRE'S MANAGER REPORT

393.1 The VC Manager had produced a report, see below, which had been circulated to members:

#### MAINTENANCE COMPLETED

- Brick plinth knocked down and cleared.
- Toilets screwed to the floor.
- Urn de-scaled.
- Showers super-chlorinated.
- New toilet roll holders fitted in the changing rooms.
- Small walls (outside main hall) painted white.
- Steps to stage attached in three places (as per risk assessment).

#### OTHER MATTERS

- Flusher unit fitted in men's toilets (if we have a water meter you have to have a flusher unit).
- Filler bags put in the cisterns (saves one litre per flush, free from Portsmouth Water).
- Waiting for floodlights to be repaired.
- Problems with heating, radiators bleed.
- Next six months radiators will need some maintenance, going rusty.
- Portable Appliance Testing on Tuesday, 17 February at 9am.
- Could messages please go in the contact book in the kitchen or phone me.
- Main hall doors left open overnight from a Sunday to Monday, 18 January.
- Odd occasion lights left on in toilets.
- Asbestos check - do we have any? Do we have an action plan?
- Quotes sought for grouting in roof.
- Boiler in changing room switched off (linked to taps).
- Cooker instructions in top cutlery drawer.
- Parking still an issue on auction day and Thursday's Camera Club.
- Rubbish around recycling also an issue.

393.3 The Committee noted that the stage steps had been identified as a potential danger in the risk assessment and that the three sets of hooks had been attached to address the risk.

393.4 The Committee were informed that a number of other smaller maintenance jobs had been carried - the bottom of kitchen door had been shaved to allow it to close fully and the disabled sign put on the toilet door. The floodlights are to be repaired on 13 February.

394.5 The Committee AGREED that the VC Manager should seek a quote for the radiator repairs and bring it to the next meeting.

394.6 **Portable Appliance Testing:** the Clerk had contacted the Health & Safety Executive who had stated that the Village Centre was considered a low-risk environment. An H&S leaflet had been downloaded giving guidelines to the testing of small electrical appliances - copies were circulated to members for information.

394.7 **Asbestos:** on a list giving broad details of the original Centre's construction, the roof tiles were listed as black asbestos-cement. The VC Manager is to contact the CDC Officer to ascertain if testing is required for this type of asbestos. If so, a company in Brighton can test a sample to ascertain the level of asbestos.

**394.8 Parking:** the Auction normally places a no parking sign outside the hall. The meeting noted that Camera Club members continue to park on Malcolm Road.

**394.9 Rubbish:** the Committee discussed the various issues.

### **395. REGULAR FINANCIAL AND BOOKINGS REPORTS**

**395.1** The Committee noted that the following payments had been made into the Village Centre bank accounts since 1 December 2008 - 31 January 2009:

<b>DATE</b>	<b>AMOUNT £</b>	<b>DEPOSIT SLIP</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>
01/12/2008	200.00	BAC	JK Quality	Offset payment
18/12/2008	150.00	807	Snowdrop Trust	Luncheon
18/12/2008	31.00	807	Mr & Mrs Morrison	Children's Party
18/12/2008	26.20	807	Chi Community Careline	Deposit
18/12/2008	20.00	807	Chic Conserv Assoc	Deposit
18/12/2008	31.00	807	Ms L Holloway	Children's Party
18/12/2008	20.00	807	Ms A Portale	Raffle
18/12/2008	40.00	807	Mr M Stockton	Murder Mystery event
18/12/2008	81.60	807	Mrs Odell	Ballroom Dancing
31/12/2008	18.50	BAC	RBS	Interest to 31/12/2008
02/01/2009	160.00	BAC	JK Quality	Offset payment
09/01/2009	140.00	BAC	JK Quality	Offset payment
14/01/2009	200.00	BAC	JK Quality	Offset payment
23/01/2009	64.80	808	Garden Club	Quarterly invoice
23/01/2009	540.50	808	Tangmere Players	Quarterly invoice
23/01/2009	54.00	808	Keep Fit Coffee	Quarterly invoice
23/01/2009	64.80	808	WI	Quarterly invoice
23/01/2009	85.50	808	Tuesday Club	Quarterly invoice
23/01/2009	231.00	808	Youth Club	Quarterly invoice
23/01/2009	50.40	808	RAF Halton	Quarterly invoice
23/01/2009	153.00	808	Enska Karate	Quarterly invoice
23/01/2009	796.20	808	Camera Club	Quarterly invoice
23/01/2009	64.80	808	Flower Club	Quarterly invoice
23/01/2009	135.00	808	St Andrews	Quarterly invoice
23/01/2009	20.40	808	Mrs Odell	Ballroom Dancing
23/01/2009	163.20	809	TPC	Quarterly invoice
29/01/2009	81.00	810	Keep Fit Coffee	Quarterly invoice
29/01/2009	88.40	810	Mrs Odell	Ballroom Dancing
<b>TOTAL</b>	<b>3,711.30</b>			

**395.2** The Committee RESOLVED that the following payments since 1 December 2008 - 31 January 2009 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
05/12/2008	32.85	1240	Mrs J Grice	Balance of VC Mgr & cleaning salary
05/12/2008	42.30	1240	Mrs J Grice	Cleaning materials
05/12/2008	146.88	1241	Bradley Electrical(2004) Ltd	Supply & fit dawn sensor and new switch
09/12/2008	60.00	1242	V Lander	Cleaner's salary 03/11-30/11/08
09/12/2008	16.00	1243	Mrs M Monachan	Keys
09/12/2008	161.98	1244	TPC	VC Accs & bookings
15/12/2008	50.00	D/D	Scottish Power	Gas bill
15/12/2008	83.33	D/D	Scottish Power	Electricity bill - initial payment
15/12/2008	589.10	D/D	CDC	Rates
16/12/2008	326.60	1245	AD Broughton Ltd	2 x boiler service
19/12/2008	16.68	D/D	Nildram	Wi Fi monthly subscription
22/12/2008	215.00	S/O	Mrs J Grice	VC Manager's & cleaner's basic salary
29/12/2008	135.67	D/D	British Gas	Final gas bill
29/12/2008	17.00	D/D	Portsmouth Water	Water bill
02/01/2009	65.79	D/D	CDC	Refuse collection
08/01/2009	23.25	1246	Mrs J Grice	Balance of VC Mg & cleaning salary
08/01/2009	300.00	1246	Mrs J Grice	Hob and oven
08/01/2009	60.42	1246	Mrs J Grice	Cleaning mats. & building maintenance
08/01/2009	60.00	1247	V Lander	Cleaning salary 01-28/12/08
15/01/2009	50.00	D/D	Scottish Power	Gas Bill
15/01/2009	83.33	D/D	Scottish Power	Electricity bill
15/01/2009	589.10	D/D	CDC	Rates
19/01/2009	215.00	S/O	Mrs J Grice	VC Manager's & cleaner's basic salary
19/01/2009	16.68	D/D	Nildram	Wi Fi subscription
20/01/2009	146.30	1248	TPC	VC Accs & bookings
20/01/2009	8.30	1249	Mrs J Grice	Balance of VC Mg, cleaning & bookings
20/01/2009	108.75	1249	Mrs J Grice	Maintenance jobs
20/01/2009	91.69	1249	Mrs J Grice	Cleaning mats.
22/01/2009	52.81	D/D	BT	VC Phone
28/01/2009	17.00	D/D	Portsmouth Water	Water bill
29/01/2009	95.75	D/D	British Gas	Gas bill - final payment
30/01/2009	6.71	1250	Mrs J Grice	Cabin eye & hooks
30/01/2009	60.00	1251	V Lander	Cleaning Salary 29/12/08 - 25/01/09
<b>TOTAL</b>	<b>3,994.27</b>			

### 395.3 The bank balances are as follows:

Balances as at 10/02/09

Current Account	£521.91
Deposit Account	£7,004.25

<b>Total</b>	<b>£7,526.16</b>
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**395.4 Bookings:** WSCC had made a number of bookings which would increase the amount of sundry bookings. A provisional wedding booking for 29 August had been made.

### **396. MANAGEMENT ACCOUNTS**

**396.1** The PC Chairman had produced a management accounts report reflecting a ten plus two forecast which had been circulated to members (for copy see Minute Book).

**396.2** The Committee REQUESTED that a month to month forecast be shown beside the actual monthly figure for comparison.

### **396. USERS' GROUP REPORT**

**396.1** 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).

**396.2 Cleaning:** the Auction is to be asked to wipe down the tables at the end of the evening and not to stick labels on the tables. The VC Manager is to carry out a deep-clean of the tables over the mid-term break.

**396.3 Dog Fouling:** the meeting noted that it is still an ongoing problem and the Community Wardens had been informed. A Dog Warden lives locally and can be contacted directly regarding the issue.

**396.4 2009/2010 Meeting Schedule:** a draft schedule is to be circulated to members. The schedule is to be confirmed at the Annual Meeting of the Parish Council in May.

**396.5 Main door closer:** the Committee AGREED to await the results of the security survey by the Insurers before making any decision on a new lock for the door.

### **397 LETTINGS FEES 2009/2010.**

**397.1** The Committee RESOLVED to recommend to the Parish Council that the current letting charges remain unchanged for the financial year 2009/10.

### **398 TO DISCUSS THE LEVEL OF FINANCIAL ASSISTANCE RECEIVED FROM THE PARISH COUNCIL**

**398.1** The Committee discussed the proposal by one Councillor that the Village Centre should consider taking on board more of its financial outgoings to help reduce the increase in the precept. The meeting noted that the main contribution from the Parish Council was the loan repayment and the insurance of the centre which the VC finances could not support.

**398.2** The Committee AGREED that as the VC funds were stretched at the moment with current maintenance expenditure, they could not support further costs and that the situation will be reviewed in twelve months.

**399 TO ADDRESS THE FLOOD RISK TO THE CENTRE FROM THE RECREATION FIELD**

**399.1** The meeting was informed that there had been two incidents of near flooding of the Centre's changing rooms due to the water run-off from the recreation field. The meeting noted that the original soakaway on the field may have become clogged and therefore not functioning properly. The PC Chair is to meet with a drainage contractor this week to investigate the problem.

**400 TO DISCUSS THE FUNDING OF THE CURTAIN TRACK AND CURTAINS PROJECT**

**400.1** The Clerk informed the meeting that the CDC matched funding grant application for the project had been successful and that a grant of £1,710 had been awarded. The Committee discussed where the funding of the remaining 50% is to come from. The Tangmere Players are to confirm their contribution and the matter is to come before the Finance Committee for consideration.

**401. ANY OTHER MATTERS FOR INFORMATION**

**401.1** There were no other matters for information.

**Date of next meeting: 14 April 2009**