

# TANGMERE PARISH COUNCIL

## Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 14 APRIL 2009

- Present:** Roger Birkett (Committee Chair), Andrew Irwin (PC Chair), Christine Baker (PC Vice Chair), Helen Punnett and Brian Wood.  
Shaun Brindley, Pat Norman and John Rudkin (Users Group representatives), Simon Oakley (UG Chair) and Moya Monachan (Clerk).
- Absent:** John Perry and Judy Simnett

Apologies were received and accepted from David Poulter and Julia Grice.

### 402 DECLARATIONS OF INTEREST

- 402.1** No declarations were received. The PC Vice Chair was thanked for chairing the previous committee meeting.

### 403 MINUTES OF MEETING HELD ON 10 FEBRUARY 2009

- 403.1** The minutes of the meeting held on 10 December 2009 were approved and signed as a correct record by the Committee Chair.

### 404. MATTERS ARISING

- 404.1 Item 399 Flood Risk:** three quotes had been obtained for the installation of a new soakaway. However to ensure that the correct solution for the flood risk is obtained, the Finance Committee agreed to commission the Architect to confirm the soakaway design to be tendered for. The three contractors will be asked to re-quote on the new design and the Architect will be asked to recommend a supplier from the three tenders. The Clerk is to meet with the Architect on 16 April.

### 405. VILLAGE CENTRE'S MANAGER REPORT

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

- The Thursday Cleaner has given and worked out her notice.
- Car park lights: one quote received and two others sought but not forthcoming.
- Annual fire alarm and emergency lighting tests completed - awaiting certificates.
- Rear fire doors behind the stage have been left open on two occasions. This door should only be used for emergencies and not for bringing in equipment or cigarette smoking.
- Small walls repainted.
- Recycling area lines painted
- Changing rooms steam cleaned from top to bottom and path outside.
- Could football team tidy up their area inside doors where they keep their line painter.

Other matters: loads of glass on the tennis court and skate park.

- 405.2** The VC Manager is to clarify the timing of the fire extinguishers/fire alarms inspection.

**405.3 Car Park lights:** due to the height of the lights, scaffolding is required to carry out the repairs, greatly increasing the cost. The Committee Chair is to liaise with the VC Manager on the matter.

**405.4** The UG Chair was thanked for edging the paths at the back of the Centre.

**405.5** The meeting noted that a new lamp was required in the foyer.

**405.6 Glass on tennis courts/skate park:** the Parish Council had instructed a glass sweep of the both areas by CDC. The PCSO and Community Wardens have been asked to carry out extra patrols of the area.

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

**406.1** The Committee noted that the following payments had been made into the Village Centre bank accounts since 1 February - 31 March 2009:

<b>DATE</b>	<b>AMOUNT £</b>	<b>DEPOSIT SLIP</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>
06/02/2009	219.15	BAC	West Sussex PCT	Quarterly invoice
10/02/2009	86.40	811	Keep Fit	Quarterly invoice
10/02/2009	200.00	BAC	JK Quality Auction	Weekly payment
13/02/2009	140.00	BAC	JK Quality Auction	Weekly payment
13/02/2009	40.00	812	Matt Stockton	Murder Mystery
13/02/2009	67.60	812	Mrs Odell	Ballroom Dancing
13/02/2009	31.00	812	Mr & Mrs Wooding	Children's party
24/02/2009	120.00	BAC	JK Quality Auction	Weekly payment
27/02/2009	60.00	813	Miss N Jenvey	Wedding deposit
27/02/2009	40.00	813	Matt Stockton	Murder Mystery
27/02/2009	50.00	813	Mrs Cooper	Birthday party deposit
27/02/2009	34.00	813	Mrs Odell	Ballroom Dancing
10/03/2009	145.80	814	Irish Dancing	Quarterly invoice
10/03/2009	120.00	BAC	JK Quality	Weekly payment
17/03/2009	120.00	BAC	JK Quality	Weekly payment
17/03/2009	31.00	815	Miss Eves	Children's party
17/03/2009	515.90	815	WSCC Business Services	Meetings
17/03/2009	54.30	815	Mrs Odell	Ballroom Dancing
31/03/2009	1.74	BAC	RBS	Interest to 31/03/09
<b>TOTAL</b>	<b>2,076.89</b>			

**406.2** The Committee RESOLVED that the following payments since 1 February - 31 March 2009 be approved as detailed below:

<b>DATE</b>	<b>AMOUNT £</b>	<b>CHQ NO.</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>
16/02/2009	215.00	S/O	Mrs J Grice	VC Mgr's & cleaner's basic salary
16/02/2009	50.00	D/D	Scottish Power	Gas

17/02/2009	83.33	D/D	Scottish Power	Electricity
18/02/2009	167.20	1252	TPC	VC Accs & bookings
19/02/2009	16.68	D/D	Nildram	Wi-Fi subscription
24/02/2009	60.00	1253	V Lander	Cleaner's salary 26/01-23/02/09
24/02/2009	44.30	1254	Mrs J Grice	Balance of VC Mgr & cleaning sal plus maintenance
02/03/2009	17.00	D/D	Portsmouth Water	Water bill
03/03/2009	152.64	1255	Bradley Electrical 2004 Ltd	Light repairs
16/03/2009	215.00	D/D	Mrs J Grice	VC Mgr's & cleaner's basic salary
16/03/2009	50.00	D/D	Scottish Power	Gas bill
16/03/2009	83.33	D/D	Scottish Power	Electricity bill
17/03/2009	345.34	1256	Southern Water Ltd	Water bill
17/03/2009	164.86	1257	TPC	VC accs & bookings plus pay adjustment
19/03/2009	16.68	D/D	Nildram	Wi-Fi subscription
26/03/2009	60.00	1258	Mrs J Grice	Balance of VC Mgr & cleaner's salary
26/03/2009	15.00	1259	V Lander	Cleaning Salary w/c 23/02/09
30/03/2009	17.00	D/D	Portsmouth Water	Water bill
31/03/2009	1,230.74	1260	Scottish Power	Gas bill 05/11/08-03/03/09
<b>TOTAL</b>	<b>3,004.10</b>			

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

Balances as at 14/04/09

Current Account	£689.52
Deposit Account	£5,905.99

**Total** **£6,595.51**

**406.4 Scottish Power Gas Bill:** the PC Chair had reviewed the energy bills over the last few years and the expenditure is normally £2,000 pa. For 2008/09 it had increased to £3,000 due to higher than expected rates from the new supplier and a period of high usage rates from when the old contract finished and the new one began. A one-year gas contract has been agreed with British Gas as a lower rate. The VC Manager is to monitor the heating of the various areas of the Centre to ensure that areas are only heated when required.

**406.5** The Committee received and approved the bank reconciliation for the 2008/09 VC accounts for submission as part of the Parish Council's Annual Return (for copy see Minute Book).

#### **407 MANAGEMENT ACCOUNTS**

**407.1** The PC Chairman had produced a management accounts report for the full financial year which had been circulated to members (for copy see Minute Book).

**407.2** The accounts showed a deficit of £3,300. This figure includes the cost of the hearing loop carried forward from the previous financial year and the increase in heating costs.

**407.3** A budget deficit of £1,000 is forecast for 2009/10 from building repair expenditure. The meeting noted that the combined revenue from two User Groups make up 40% of the Centre's income. The Cricket Club revenue will increase this year.

#### **408. USERS' GROUP REPORT**

**408.1** 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).

**408.2 Stage track and curtains:** the selected supplier had confirmed that the cost of the project remains unchanged. The Players are to progress the project.

**408.3 Chlorination of shower heads:** confirmation from the VC Manager was requested from the UG Chair that the shower heads are rinsed through thoroughly following chlorination.

**408.4 Gable end grouting:** the VC Manager needs to progress. Also noted that a few tiles on garage roof need resetting.

**408.5 Fire Exit Doors:** draught excluders need to be repaired.

**408.6 Anti-climb Paint:** the former contractor is not interested in the work. Some youths had gained access to the cricket training net. A User Group representative is to pass the contact details of a handyman to the Committee Chair.

**408.7 Football Club:** the Representative gave details of maintenance work carried out. The goalposts will be reinstated at the beginning of August. Permission was requested to permanently mark out the corners of the pitch. CDC is to be contacted to ask what method they use for marking out. The item is to be discussed at the next meeting.

**408.8 Cleanliness:** the meeting noted that it is a condition on the booking form that the Centre should be left clean and tidy by all users.

#### **409 VILLAGE CENTRE SECURITY SURVEY**

**409.1** The Centre's Insurer had commissioned a security survey of the Centre which was carried out on 26 March. The surveyor recommended that the five-lever mortice deadlock on the front door should be used instead of the rim latch lock. No key has been found for the existing deadlock and the VC Manager is to arrange the installation of a new deadlock.

**409.2** The Committee AGREED that all User Groups should have a key for the new lock but that a deposit of £5 per key would be required.

#### **410. ANY OTHER MATTERS FOR INFORMATION**

**410.1.** The meeting was informed that the Village Centre Committee should ensure that user groups with substantial access to children have an appropriate protection policy in place. The UG Chair will notify the User Groups of this requirement.

**Date of next meeting: 9 June 2009**