TANGMERE PARISH COUNCIL

Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 9 JUNE 2009

Present: Roger Birkett (Committee Chair), Andrew Irwin (PC Chair), Helen Punnett (PC Vice Chair) and Brian Wood (Finance Chair).
Julia Grice (VC Manager), John Simnett, John & Betty Rudkin (Users Group representatives) and Moya Monachan (Clerk).

Absent: John Perry

An apology was received and accepted from Simon Oakley.

411. ELECTION OF COMMITTEE VICE CHAIR

411.1 The Committee deemed it unnecessary at present to appoint a Committee Vice-Chair.

412. DECLARATIONS OF INTEREST

412.1 There were no declarations of interest.

413 MINUTES OF MEETING HELD ON 14 APRIL 2009

413.1 The minutes of the meeting held on 14 April 2009 were approved and signed as a correct record by the Committee Chair.

414. MATTERS ARISING

414.1 Paragraph 404.1 VC Drainage: a services survey of the area had been carried out which has been sent to the Drainage Expert. The Architect is to contact the Clerk on his return from holiday next week.

414.2 Paragraph Car park 405.3 Car Park Lights: the new lights have been installed but it was noted that the lights timer is not working correctly. The VC Manager is to seek a quote for a new timer.

414.3 Paragraph 405.6 Glass on Skate Park/Tennis Courts: the two individuals responsible for the recent spate of broken glass have been identified and contacted by the Community Wardens. The Committee noted that there is now less broken glass and that the situation will continue to be monitored by the Litter Warden and the weekly safety inspections.

414.4 Paragraph 408.7 Football Pitch Marking: the Clerk is awaiting a response from a CDC Officer.

414.5 Paragraph 409.2 Security Survey: the new mortice lock has been installed on the main door and User Groups have been informed that it will come into use as of 1 July**.** A £5.00 deposit is required per key and keys can be obtained from the Clerk.

415. VILLAGE CENTRE'S MANAGER REPORT

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

- Users' use of the kitchen – notices have been put up in the kitchen reminding users to leave the area and its equipment clean and tidy. A letter is to be sent along with the quarterly invoices to highlight the issue.
- Users' use of the tables – tables to be left clean and in the correct cupboard.
- Centre Security – users are to be asked to ensure that the main door isn't left on the latch once all attendees are present.
- Batteries in the emergency lighting – must be changed every five years regardless of condition.
- Car park lights replaced.
- Quote for repair to roof – £424 for concrete re-grouting of roof.

Jobs completed

- Ladies toilet fixed to the floor – due to misuse the toilet has had to be re-fixed a number of times and is now proving more difficult to screw down. The use of fissure wall plugs was recommended.
- Draft excluder in the main hall
- Bushes and borders cut and cleared.
- Deep clean of the kitchen.

Other Issues

To clarify annual servicing

- Fire extinguishers – yearly
- Emergency lighting and fire alarms – 6-monthly
- Portable Appliance Testing - yearly.
- Boiler servicing – yearly
- Super de-chlorination – 6-monthly.

415.2 After discussion the Committee AGREED the following:

- The VC Manager to seek a quote for replacement batteries for emergency lighting.
- To recommend to the Finance Committee to accept the quote for the re-grouting of the roof. Capital budgets will be reviewed at the next Finance meeting.
- **Hawthorn Hedge**: the VC Manager is to complete the tidy up of the hedge. The gardening of the Centre is to be put on a professional footing and a quote sought for an initial major tidy up and then a general tidy up on a monthly basis.

415.3 The Committee noted that the door of the disabled toilet had been damaged as a result of an incident at the end of the Youth Club session. The Youth Club has agreed to pay for the repairs and the repairs are to be carried out as quickly as possible. Quotes are to be sought.

416. REGULAR FINANCIAL AND BOOKINGS REPORTS

416.1 The Committee noted that the following deposits had been made into the Village Centre bank accounts since 1 April - 31 May 2009:

DATE	AMOUNT £	DEPOSIT SLIP	PAYEE	DESCRIPTION
08/04/09	130.00	BAC	JK Quality Auction	Auction
08/04/09	64.50	816	Mr J Copping	Deposit - wrestling match
08/04/09	24.40	816	Conservation Association	Balance

08/04/09	25.00	816	CDC	Football in the Community
08/04/09	31.00	816	Mrs Longman	Children's party
08/04/09	54.40	816	Mrs Odell	Ballroom Dancing
08/04/09	224.40	816	Enska Karate	Quarterly Bill
15/04/09	64.50	817	Mr J Copping	Balance – wrestling match
15/04/09	27.20	817	Mrs Odell	Ballroom Dancing
22/04/09	200.00	BAC	JK Quality Auction	Auction
23/04/09	199.80	818	Youth Club	Quarterly Bill
23/04/09	30.40	818	Youth Club	Portable Appliance Testing
23/04/09	880.20	818	Camera Club	Quarterly Bill
23/04/09	12.80	818	Camera Club	Portable Appliance Testing
23/04/09	18.00	818	WS Mediation Service	Booking
23/04/09	25.20	818	RAF Halton	Quarterly Bill
23/04/09	64.80	818	Garden Club	Quarterly Bill
23/04/09	72.00	818	Keep Fit Coffee Morning	Quarterly Bill
23/04/09	80.00	818	Mr M Stockton	Murder Mystery x 2
23/04/09	13.60	818	Mrs Odell	Ballroom Dancing
23/04/09	108.00	818	Tangmere FC	Quarterly Bill
23/04/09	495.80	818	Tangmere Players	Quarterly Bill
06/05/09	200.00	BAC	JK Quality Auction	Auction
13/05/09	140.00	BAC	JK Quality Auction	Auction
20/05/09	219.15	BAC	West Sussex PCT	Quarterly Bill
22/05/09	43.20	819	WI	Quarterly Bill
22/05/09	104.50	819	Tuesday Club	Quarterly Bill
22/05/09	145.80	819	Irish Dancing	Quarterly Bill
22/05/09	10.80	819	Sussex Snowdrop Trust	Deposit
22/05/09	50.00	819	Mrs Cooper	30th Birthday Party - balance
22/05/09	144.00	819	TPC	Quarterly Bill
22/05/09	64.80	819	Flower Club	Quarterly Bill
22/05/09	88.40	819	Mrs Odell	Ballroom Dancing
26/05/09	340.00	BAC	JK Quality Auction	Auction
TOTAL	**4,396.65**			

416.2 The Committee RESOLVED that the following payments since 1 April - 31 May 2009 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
01/04/2009	70.27	D/D	CDC	Quarterly waste disposal bill
09/04/2009	103.12	1261	Mrs J Grice	Balance of cleaning plus maintenance
09/04/2009	60.16	1262	Kirtek Systems	Portable Appliance Testing
14/04/2009	215.00	S/O	Mrs J Grice	Basic VC Manager & Cleaning Salaries
15/04/2009	50.00	D/D	Scottish Power	Gas Bill
15/04/2009	83.33	D/D	Scottish Power	Electricity Bill
15/04/2009	618.15	D/D	CDC	Rates
17/04/2009	16.68	D/D	Nildram	Wi-Fi subscription

22/04/2009	51.62	D/D	BT	VC Phone
28/04/2009	16.00	D/D	Portsmouth Water	Water Bill
28/04/2009	44.51	1263	Mr A Grice	Mortice Lock
28/04/2009	159.36	1264	TPC	VC Accounts & bookings
12/05/2009	215.00	S/O	Mrs J Grice	Basic VC Manager & Cleaning Salaries
14/05/2009	48.75	1265	Anthony Grice	Cleaning holiday cover & gardening
14/05/2009	45.00	1266	Mrs J Grice	Balance of cleaning plus gardening
14/05/2009	60.44	1266	Mrs J Grice	Cleaning materials
14/05/2009	86.94	1267	United Fire Protection	6monthly insp/test of fire extinguishers
15/05/2009	83.33	D/D	Scottish Power	Electricity Bill
15/05/2009	618.15	D/D	CDC	Rates
17/05/2009	16.68	D/D	Nildram	Wi-Fi subscription
19/05/2009	150.92	1268	TPC	VC Accounts & bookings
19/05/2009	80.00	1269	Mrs M Monachan	20 mortice lock keys
28/04/2009	16.00	D/D	Portsmouth Water	Water Bill
TOTAL	**2,909.41**			

416.3 The bank balances are as follows:

Balances as at 09/06/09

Current Account	£422.63
Deposit Account	£6,905.99
Total	***£7,328.62***

416.4 **Banking Signatories:** the Village Centre banking signatories require updating. The Committee APPROVED that the Committee Chair, PC Chair, PC Vice-Chair and Finance Chair should be authorised banking signatories for the Centre's two bank accounts.

416.5 **Gas Bill:** the gas contract was transferred to British Gas on 1 May. The Committee noted there had been a high usage between 30 March and 1 June. The Clerk is to take weekly meter readings to monitor usage. The VC Chair and the VC Manager are to review the heating system.

416.6 **Electricity**: a new electricity meter was installed on 9 June.

416.7 **Bookings:** extra cleaning had been required following a children's party and the user was invoiced for the additional cost. The party took place in March and no payment has been received to date despite a reminder being sent. The Committee AGREED that a letter should be sent asking for payment from the Parish Council. Clarification was sought regarding the booking of the cricket pitch following a bookings request. The Committee AGREED that any cricket bookings should be referred to the Cricket Club to liaise with regards preparation and supervision of the pitch and that the booking should be made by the Cricket Club.

416.8 **Child Protection Policies:** a number of groups had forwarded copies of their policies.

417 MANAGEMENT ACCOUNTS

417.1 No management accounts were available. A four-month forecast, until the end of July, will be produced for the next meeting in August.

418. USERS' GROUP REPORT

418.1 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).

418.2 **Stage track and curtains**: the track will be installed in the next 7-10 days. The Committee noted that the plate will have to be lowered to accommodate the track.

418.3 **Overflow car park:** to prevent anti-social behaviour the drop locks are to remain locked upright except when large events are booked. Three additional keys are to be bought for the padlocks.

418.4 **Tarmacing of car park:** the item is to come before the Finance Committee on 23 June.

418.5 **New litter bin:** to be installed by the bench near the tennis courts. The base of the old bin in the adventure trail is to be removed and the hole is to be infilled with soil.

418.6 **Youth Club Container**: the Committee noted that there is difficulty in painting the top of the container.

418.7 **Tree stumps:** the Clerk had contacted a tree surgeon.

418.8 **Dog Fouling:** the Defra publication on the subject has been circulated via email to councillors for review.

418.9 **Anti-climb paint:** the paint is to be applied to the guttering, cricket net and bike shelter on areas over 2m high. Extra warning signs have been purchased.

419. TO CONSIDER REQUEST FOR A DISHWASHER

419.1 The Committee AGREED not to install a dishwasher in the kitchen as it could create more problems than it would solve.

The VC Manager left the meeting.

420. VILLAGE CENTRE MANAGER'S AND CLEANER'S ANNUAL APPRAISAL

420.1 The VC Chair had conducted the appraisal prior to the meeting. The meeting noted that the VC Manager was unhappy with the number of complaints from User Groups regarding the Centre. She requested that all queries/complaints should be logged in the Communications Book located in the kitchen which would be checked on a daily basis. The Committee discussed the appraisal. It was proposed that User Groups should take on more responsibility to take the pressure of the VC Manager. The VC Chair is to meet with the VC Manager to discuss her remit.

420.2 The Committee asked the VC Chair to express their thanks to the VC Manager for her hard work and APPROVED the following hourly increases:

- the Village Centre Manager's hourly rate will increase from £8.00 to £8.25 with immediate effect and
- the Cleaner's hourly rate will increase from £7.50 to £7.75 also with immediate effect.

421. ANY OTHER MATTERS FOR INFORMATION

421.1. The meeting was informed that there had been an incident in City Fields Way on 6 June which had resulted in an arrest and a moped being impounded. The Finance Chair was thanked for improving communication between the various policing agencies.

421.2 The Committee noted a request for a professional clean of the small hall's floor during the summer period and that the main hall floor should be cleaned with just a damp mop.

Date of next meeting: 11 August 2009