

TANGMERE PARISH COUNCIL

Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 11 AUGUST 2009

- Present:** Roger Birkett (Committee Chair), Andrew Irwin (PC Chair), Brian Wood (Finance Chair).
Julia Grice (VC Manager), Judy Simnett, John & Betty Rudkin (Users Group representatives), Simon Oakley (UG Chair) and Moya Monachan (Clerk).
- Absent:** John Perry

Apologies were received and accepted from Helen Punnett, Jayne Sansby and Beverley Smith.

422. DECLARATIONS OF INTEREST

- 422.1 There were no declarations of interest.

423 MINUTES OF MEETING HELD ON 9 JUNE 2009

- 423.1 The minutes of the meeting held on 9 June were approved and signed as a correct record by the Committee Chair.

424. MATTERS ARISING

- 424.1 **Paragraph 414.1 VC Drainage:** The drainage expert had recommended extending the existing soakaways. The Architect is currently on holiday.
- 424.2 **Paragraph Car park 414.2 Car Park Lights:** the order has been placed for a new timer for the lights.
- 424.3 **Paragraph 414 Football Pitch Marking:** no response to date.
- 424.4 **Paragraph 415.1 VC Manager's Report:** Roof concrete re-grouting; repairs carried out to north side of main hall. VC Manager is to seek quote for re-grouting of gully at top side of small hall roof. Hawthorn hedge – gardener appointed and there will be one more cut before winter.
- 424.5 **Paragraph 418.2: Curtain track and curtains:** track installed and curtains to be hung week commencing 17 August.
- 424.6 **Paragraph Overflow Car Park:** UG Chair to remind users that it is their responsibility to unlock and lock the overflow car park posts as part of their booking conditions.
- 424.7 **Paragraph 418.6 Youth Container:** no progress.
- 424.8 **Paragraph 418.9 Anti-climb Paint:** the VC Manager is to pass on an anti-climb paint warning sign to UG Chair for the cricket training net.

425. VILLAGE CENTRE'S MANAGER REPORT

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

- Main hall floor concerns – new products used which work for ballroom dancing and karate. Mr Simnett to be asked for best practice for cleaning this type of floor.
- Parquet floor – quotes pending.
- Lending of tables to Boxgrove in September – the Committee AGREED that Village Centre bookings take priority and that the normal charge of £1 per item be applied.
- Deep clean of floors completed – to be buffed once a month as routine cleaning.
- Kitchen complaints – some improvements.
- Boiler – pressure dropped causing a lack of hot water – could the new build be the cause? The VC Manager is to bring the service forward to September due to the lack of pressure. The heating timer in the changing rooms is also to be checked.
- Extractor fan in kitchen – extracts into loft space not outside – to ask contractor for recommendation of solution.
- Council check of the kitchen – clean bill of health

August Jobs

- Curtains in small hall to be washed, ironed and re-hung.
- Tables to be re-cleaned and chairs checked, cupboards to be sorted.
- Windows and paint work clean.

425.2 The Committee noted that the upholstered chairs require a buffer between them and the exposed brick wall to prevent damage. Mr Simnett is to be asked to quote for a deep dado rail in the storage cupboard.

426. REGULAR FINANCIAL AND BOOKINGS REPORTS

426.1 The Committee noted that the following deposits had been made into the Village Centre bank accounts since 1 June - 31 July 2009:

DATE	AMOUNT £	DEPOSIT SLIP	PAYEE	DESCRIPTION
12/06/2009	215.00	BAC	RBS	Mrs Grice's salary returned by her bank
19/06/2009	129.60	820	Keep Fit	Quarterly Bill
19/06/2009	116.53	820	Scottish Power	Gas Rebate
19/06/2009	37.80	820	Sussex Snowdrop Trust	Booking
19/06/2009	16.80	820	Ms R Graham	Booking
19/06/2009	31.00	820	Mrs M Collins	Children's Party
19/06/2009	5.00	820	Enska Karate	Key Deposit
19/06/2009	5.00	820	Tangmere Players	Key Deposit
19/06/2009	5.00	820	Mrs Odell	Key Deposit
19/06/2009	5.00	820	Tuesday Club	Key Deposit
19/06/2009	5.00	820	Youth Club	Key Deposit
19/06/2009	5.00	820	Keep Fit	Key Deposit
19/06/2009	5.00	820	Camera Club	Key Deposit
19/06/2009	10.00	820	Garden Club	Key Deposit

19/06/2009	54.40	820	Mrs Odell	Ballroom Dancing
23/06/2009	150.00	BAC	JK Quality Auction	Auction
30/06/2009	0.67	BAC	RBS	Interest to 30 June
08/08/2009	14.06	BAC	RBS	Bank charges refund
08/07/2009	5.00	821	RAF Halton	Key Deposit
08/07/2009	5.00	821	Tangmere Players	Key Deposit
08/07/2009	5.00	821	Auction	Key Deposit
08/07/2009	5.00	821	West Sussex PCT	Key Deposit
08/07/2009	5.00	821	Garden Club	Key Deposit
08/07/09	5.00	821	WI	Key Deposit
08/07/2009	5.00	821	Irish Dancing	Key Deposit
08/07/2009	150.00	821	Ms D Dwyer	Wedding
08/07/2009	80.00	821	Murder Mystery	Booking x 2
08/07/2009	5.00	821	Murder Mystery	Key Deposit
08/07/2009	27.00	821	Mrs Odell	Ballroom Dancing
08/07/2009	2.00	821	Mrs M Monachan	Table Hire
10/07/2009	215.00	BAC	RBS	Mrs Grice's salary returned by her bank
22/07/2009	100.00	BAC	JK Quality Auction	Auction
31/07/2009	720.00	822	Camera Club	Quarterly Bill
31/07/2009	104.00	822	TPC	Quarterly Bill
31/07/2009	50.40	822	RAF Halton	Quarterly Bill
31/07/2009	109.80	822	WI	Quarterly Bill
31/07/2009	64.80	822	Flower Club	Quarterly Bill
31/07/2009	319.30	822	CDC	Hall hire for Elections
31/07/2009	61.80	822	SALC	Training Course
31/07/2009	25.20	822	Vie at Home	Charity function
31/07/2009	123.50	822	Tuesday Club	Quarterly Bill
31/07/2009	180.00	822	Youth Club	Quarterly Bill
31/07/2009	60.00	822	Keep Fit Coffee Morning	Quarterly Bill
31/07/2009	166.60	822	Enska Karate	Quarterly Bill
31/07/2009	178.20	822	Irish Dancing	Quarterly Bill
31/07/2009	54.40	822	Mrs Odell	Ballroom Dancing
TOTAL	3,642.86			

426.2 The Committee RESOLVED that the following payments since 1 June - 31 July 2009 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
03/06/2009	45.00	1270	Mrs J Grice	Balance of cleaning/VC Manager salaries
03/06/2009	60.00	1270	Mrs J Grice	Gardening
08/06/2009	215.00	S/O	Mrs J Grice	Monthly Salary (returned 12/06/09)
15/06/2009	14.06	BAC	RBS	Bank charges

15/06/2009	83.33	D/D	Scottish Power	Electricity Bill
15/06/2009	618.40	D/D	CDC	Rates
19/06/2009	16.68	D/D	Nildram	Wi-Fi subscription
23/06/2009	150.92	1271	TPC	VC Accounts & Bookings
29/06/2009	16.00	D/D	Portsmouth Water	Water Bill
01/07/2009	70.27	D/D	CDC	Refuse collection
01/07/2009	10.80	1272	Mrs H Featherstone	Deposit refund
01/07/2009	503.44	1273	Mrs J Grice	2x monthly salary 04/05-28/06/09
06/07/2009	215.00	BAC	Mrs J Grice	Monthly Salary (refunded on 10/07/09)
09/07/2009	29.50	1274	Mr J Simnett	Disabled toilet door repairs
15/07/2009	12.26	BAC	RBS	Bank charges
15/07/2009	43.30	D/D	Southern Water	Water Bill
15/07/2009	83.33	D/D	Scottish Power	Electricity Bill
15/07/2009	618.40	D/D	CDC	Rates
19/07/2009	16.68	D/D	Nildram	Wi-Fi subscription
22/07/2009	51.38	D/D	BT	VC Phone
27/07/2009	237.50	S/O	Mrs J Grice	Basic VC Manager & Cleaning Salaries
27/07/2009	13.49	1275	Mrs M Monachan	Diary and keys
28/07/2009	72.07	D/D	British Gas	Gas Bill
29/06/2009	16.00	D/D	Portsmouth Water	Water Bill
TOTAL	3,212.81			

426.3 The bank balances are as follows:

Balances as at 11/08/09

Current Account	£506.24
Deposit Account	£9,206.66
Total	£9,712.90

426.4 Accounts: the Committee noted that there had been a problem with the VC Manager's bank which resulted in two month's salary being returned. The Auction had been behind with payment but the account has been brought up to date and a weekly standing order has been set up.

426.5 Bookings: the Irish Dancing Club has cancelled its booking and there is potential booking of a new keep fit class. Three weddings and a number of parties have been booked. The Football Team's bookings are to yet to be confirmed. The VC Manager will provide holiday cover for bookings.

427 MANAGEMENT ACCOUNTS

427.1 A summary of the forecast was circulated. The Committee noted that a break-even budget of £18,000 is forecast. The Clerk will circulate the remaining pages of the report.

428. USERS' GROUP REPORT

428.1 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).

428.2 Changing Room Lobby: the Football Team has been asked to tidy up the area. White liner paint is also a problem. The lamp in the lobby doesn't work.

428.3 Door Closers: the VC Manager is seeking a quote for replacements.

428.4 Small Hall Internal Door: the Committee noted that the door is a fire boundary and that its latch is worn.

428.5 Car Park Surface: the Committee discussed different suggestions.

428.6 Child Protection Policies: the Parish Council is drawing up its own policy.

429. TO REVIEW VILLAGE CENTRE MANAGER'S AND CLEANER'S CONTRACTS

429.1 To ensure compliance with the VC Manager's and Cleaner's self-employed status, her holiday entitlement is to be removed and her hourly rate increased to compensate for the loss of holidays. The Committee was informed that the VC Manager is the first point of contact for any Village Centre queries.

429.2 The Committee APPROVED the following hourly increases as of 1 September:

- the Village Centre Manager's hourly rate will increase from £8.25 to £8.75 and
- the Cleaner's hourly rate will increase from £7.75 to £8.22.

431. ANY OTHER MATTERS FOR INFORMATION

431.1. The meeting noted that fly tipping warning notices had been put on all the glass recycle bins and that a smaller clear glass recycle bin had been ordered to cope with the increased recycling.

Date of next meeting: 13 October 2009