

# TANGMERE PARISH COUNCIL

## Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 13 OCTOBER 2009

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

Apologies were received and accepted from Councillors Jayne Sansby and Beverley Smith and VC Manager Julia Grice.

### 432. DECLARATIONS OF INTEREST

432.1 Mr Rudkin declared an interest in Item 8 Review of Youth Club's Hourly Rate.

### 433 MINUTES OF MEETING HELD ON 11 AUGUST 2009

433.1 The minutes of the meeting held on 11 August were approved by the Committee and signed as a true and correct record by the Committee Chair.

### 434. MATTERS ARISING

434.1 **Paragraph 424.3 Pitch marking:** an email giving details of what product CDC uses for marking its pitches will be forwarded on to the Football Team.

434.2 **Paragraph 424.1 VC Drainage:** a survey had been carried out of the existing soakaways around the Centre and the Architect is to discuss the findings with the Drainage Expert.

434.3 **Paragraph 424.4 Re-grouting of gully:** still outstanding.

434.4 **Paragraph 424.7 Youth Container:** a contractor had been appointed by the Youth Club to paint the container dark green.

434.5 **Paragraph 424.6 Car Park Posts:** some groups are still not dropping the posts and are parking in Malcolm Road. The Football Team is to be asked if it wants a key for the posts.

434.6 **Paragraph 424.8 Anti-climb paint sign:** sign now on cricket training net.

434.7 **Paragraph 425.1 Table Hire:** no tables were hired.

434.8 **Paragraph 425.1 Extractor Fan:** awaiting contractor's recommendation.

### 435. VILLAGE CENTRE'S MANAGER REPORT

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

- Emergency light batteries replaced.
- Annual fire extinguisher service completed.
- 6-monthly fire alarm check completed.

- Service of central heating and check of radiators on 22 October.
- Tables cleaned.
- Clock replaced in the small hall, have changed battery this did not seem to be the problem.
- Replaced curtain rail in the small hall after the curtains fell down.
- Door closer replaced on the front door, it does not slam anymore!
- Two quotes for parquet flooring.
- Lights being left on again, could all users please ensure all lights are switched off at the end of the evening.
- Suggested that when functions hire the hall that the stage is only used for DJs and not for general usage to avoid damage to new curtains and rubbish left on the stage.
- Reference letter left in the kitchen by the Players, users are not expected to clean up other users mess, message passed to the Manager will be passed to the Accounts Officer to charge said user for extra cleaning, we realise this is frustrating, I will clean after a function but sometimes that is not possible as I have commitments.
- Intend to put heating on this week.

**435.2** The Committee noted that the new curtains had to be mended due to misuse. The curtains are to be kept open except for performances and a 'do not touch' note hung on them. Users will be asked not to allow children on the stage and that the stage is only for use by DJs or other similar activities. A refundable deposit is now charged for all bookings. Following a birthday party £15 was held back from the refundable deposit to cover extra cleaning of the stage area.

**435.3** The Clerk is to put up a notice to remind users to turn off lights at the end of their booking following a number of incidences when they were left on.

**435.4** The Football Team has stated that it does not require heating on for matches. The Committee AGREED that the heating should be put on after matches to prevent damp.

**435.5** The Committee Chair will carry out a review of the Centre's radiators with the VC Manager when the annual heating service is carried out on 22 October.

**435.6** The Committee discussed the two quotes for the sanding and sealing of the parquet flooring in the main corridor and decided that both were too expensive. The Committee Chair is to assess the condition of the floor.

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

**436.1** The Committee noted that the following deposits had been made into the Village Centre bank accounts since 1 August – 30 September 2009:

<b>DATE</b>	<b>AMOUNT £</b>	<b>DEPOSIT SLIP</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>
04/08/2009	423.20	823	Tangmere Players	Quarterly Bill
04/08/2009	188.10	823	Garden Club	Quarterly Bill
04/08/2009	406.10	823	Cricket Club	Quarterly Bill
04/08/2009	31.00	823	Mrs Longman	Children's party
04/08/2009	27.20	823	Mrs Odell	Ballroom Dancing
10/08/2009	350.00	BAC	JK Quality	Auction
10/08/2009	300.00	BAC	JK Quality	Auction

11/08/2009	50.00	824	Ms L Plain	Deposit
11/08/2009	27.20	824	Mrs Odell	Ballroom Dancing
14/08/2009	40.00	825	Jane Field	Deposit
17/08/2009	100.00	BAC	JK Quality	Auction
24/08/2009	100.00	BAC	JK Quality	Auction
04/09/2009	25.20	826	Saxon Meadow	AGM
04/09/2009	150.00	826	Mr Hammond	Booking fee & refundable deposit
04/09/2009	60.00	826	Ms N Jenvey	Balance
04/09/2009	278.70	826	Activeo	
04/09/2009	27.20	826	Mrs Odell	Ballroom Dancing
04/09/2009	29.50	827	Youth Club	Repairs to VC toilet door
07/09/2009	100.00	BAC	JK Quality	Auction
14/09/2009	100.00	BAC	JK Quality	Auction
16/09/2009	219.15	BAC	West Sussex PCT	Quarterly Bill
21/09/2009	100.00	BAC	JK Quality	Auction
23/09/2009	12.26	BAC	RBS	Bank charges refund
25/09/2009	129.60	828	Keep Fit	Quarterly Bill
25/09/2009	100.00	828	Tony Fogden	Yoga Course Booking
25/09/2009	31.00	828	Tania Huff	Children's party
25/09/2009	129.20	828	Mrs Odell	Ballroom Dancing
28/09/2009	100.00	BAC	JK Quality	Auction
30/09/2009	0.76	BAC	RBS	Interest to 30 September
<b>Total</b>	<b>3,635.37</b>			

**436.2** The Committee RESOLVED that the following payments since 1 August – 30 September 2009 be approved as detailed below:

DATE	AMOUNT	CHQ NO.	PAYEE	DESCRIPTION
05/08/2009	172.48	1276	TPC	VC Accs & bookings
05/08/2009	31.41	1277	Mr A Grice	Cleaning materials
05/08/2009	50.87	1278	Mrs J Grice	Balance of salaries
05/08/2009	23.25	1279	Anthony Grice	Cleaning cover
17/08/2009	43.30	D/D	Southern Water	Water bill
17/08/2009	83.33	D/D	Scottish Power	Electricity bill
17/08/2009	618.40	D/D	CDC	Rates
17/08/2009	16.68	D/D	Nildram	Wifi subscription
24/08/2009	237.50	S/O	Mrs J Grice	Basic VC Manager & Cleaning Salaries
28/08/2009	16.00	D/D	Portsmouth Water	Water bill
01/09/2009	27.12	1280	Mrs J Grice	Balance of cleaning salary & bookings

01/09/2009	119.84	1280	Mrs J Grice	Maintenance, door closer & cleaning materials
01/09/2009	81.37	1281	Anthony Grice	Cleaning holiday cover
01/09/2009	172.48	1282	TPC	VC Accs & bookings
15/09/2009	43.30	D/D	Southern Water	Water bill
15/09/2009	83.33	D/D	Scottish Power	Electricity bill
15/09/2009	618.40	D/D	CDC	Rates
21/09/2009	16.68	D/D	Nildram	Wifi subscription
21/09/2009	237.50	S/O	Mrs J Grice	Basic VC Manager & Cleaning Salaries
22/09/2009	47.27	1283	Mrs J Grice	Balance of salaries & cleaning materials
22/09/2009	53.48	1284	Anthony Grice	Cleaning & maintenance
22/09/2009	150.92	1285	TPC	VC Accs & bookings
28/09/2009	16.00	D/D	Portsmouth Water	Water bill
28/09/2009	111.43	D/D	British Gas	Gas Bill
<b>Total</b>	<b>3,072.34</b>			

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

Balances as at 13/10/09

Current Account	£594.01
Deposit Account	£8,207.42
<b>Total</b>	<b>£8,801.43</b>

**436.4** The Committee received and approved the six-month bank reconciliation for 1 April to 30 September 2009 (for copy see Minute Book) which will form part of the Parish Council's six-month interim audit.

**436.5 Bookings:** the Health Clinic moved to the new Medical Centre as of 21 September and the Karate Club will finish in November. The Nursery in Boxgrove has made enquiries as to the availability of the small hall from January to October 2010 as the Boxgrove Hall will be demolished and a new one built during this period. The booking would be from 9am to 1pm, Monday to Friday, term-time only. The Committee discussed and approved the booking subject to the group having the necessary certification and sufficient storage being available. The Clerk is to meet with the Nursery Organiser to discuss the booking in greater detail.

#### **437 MANAGEMENT ACCOUNTS**

**437.1** A summary of the forecast was circulated (for copy see Minute Book). The Committee noted that a modest surplus of £600 is forecast.

#### **438. TO REVIEW THE YOUTH CLUB'S HOURLY RATE**

**438.1** The Committee discussed the charge for the Youth Club to use other areas of the Centre. The Committee AGREED that the Youth Club should be charged its usual rate of £6.80 for the use of the Small Hall.

**448. TO DISCUSS THE REMIT OF THE USERS GROUP**

**448.1** Clarification of the parameters of what items and issues the Users Group brings up to the Parish Council's Committees had been requested. Members of the Committee discussed the remit of the Group and AGREED that the Group should work in partnership with the Village Centre Committee for the benefit of the Centre and that communication should be a two-way process.

**449. USERS' GROUP REPORT**

**449.1** 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).

**449.2 Village Centre Defects:** the Committee Chair is to discuss any defects with the VC Manager and liaise with the UG Chair when repairs have been completed.

**449.3 Parking:** it was queried if vehicles parking outside the Main Hall bollards would be a significant risk if the hall had to be evacuated. The Committee noted that the hall can be evacuated in two and a half minutes through a 0.5m gap and therefore the parking would not be considered a safety risk.

**449.4 Lighting:** members noted that the electricity for the proposed MUGA floodlighting would be supplied via the Centre but would have a separate meter for billing purposes.

**450. ANY OTHER MATTERS FOR INFORMATION**

**450.1.** The meeting noted that the First Aid kit needs replenishing.

**450.2** The invoice for the remaining cost of the curtains will be received shortly.

**450.3** The meeting was informed that a letter had been received dated 17 September regarding an incident at a wedding party held at the Centre on 29 August. The person had fallen outside the Centre and bruised her knees and broke her camera. The Insurance Company had been notified and informed the Clerk that as the letter didn't constitute a claim no action would be taken.

**Date of next meeting: 8 December 2009**