

# TANGMERE PARISH COUNCIL

## Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 8 DECEMBER 2009

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

### 451. APOLOGIES FOR ABSENCE

451.1 Apologies were received and accepted from Councillors Jayne Sansby, Beverley Smith and Brian Wood.

### 452. DECLARATIONS OF INTEREST

452.1 PC Chairman declared an interest in Item 10 To approve the purchase of new crockery for the Centre.

### 453 MINUTES OF MEETING HELD ON 13 OCTOBER 2009

433.1 The minutes of the meeting held on 13 October 2009 which had been circulated to Members were approved as correct records and were signed by the Committee Chair.

### 454. MATTERS ARISING

454.1 **Paragraph 434.2 VC Drainage:** the Architect has asked three of the companies which had tendered for the original drainage work to quote on the drilling of a 300mm wide shaft to a depth of 5m in each of the four existing soakaways and infill the shaft with 40mm aggregate.

454.2 **Paragraph 434.6 Anti-climb paint sign:** the sign on the cricket training net has been vandalised. The VC Manager is to check if there is a spare one available.

454.3 **Paragraph 434.8 Extractor fan:** Mr Simnett to investigate if it possible to run the vent to atmosphere instead of into the loft.

454.4 **Paragraph 435.6 Parquet flooring:** any loose tiles are to be stuck down.

454.5 **Paragraph 450.1 First Aid Box:** contents have been replenished.

454.6 **Paragraph 434.7 Table Hire:** eight tables were hired at a cost of £1 per table.

### 455. VILLAGE CENTRE'S MANAGER REPORT

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

#### Trouble with youths

- Fire extinguisher stolen from foyer
- Window broken in main hall

- Users groups reporting youths running about in building.

The VC Manager has been interviewed by the Police after reporting above damage – have a crime number – have informed Police of the youths’ names!!

- Annual fire alarm and extinguisher check completed
- Fire extinguisher replaced – did not find stolen unit.
- Central heating – new valve fitted as heating was not working.
- Heating will only go on when building is in use – any bookings made after schedule has gone up will need to be phoned through to me so heating can go on.
- Lights are still being left on – all users to double check building before leaving.
- Youth club – could mess from cooking be confined to the kitchen or small hall – have found pasta in the toilets and chocolate in the lobby.
- Hooks fitted to main hall door and small hall double doors.
- Door from lobby to small hall closer looked at
- Telephone contact changed to the VC Manager.
- Decorations up – merry Christmas.

**455.2** The Committee discussed the booking made by the Boxgrove Nursery and any potential Health & Safety issues which should be addressed. Issues raised included the overflow pipe from the gent’s toilets which leads into the children’s toilet and the condition of the sanitary ware.

**455.3** The Committee **RESOLVED** that the Committee Chair and VC Manager should be delegated the responsibility of purchasing new sanitary ware for the children’s toilet and that any repair work deemed necessary should be carried out.

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

**456.1** The Committee noted that the following deposits had been made into the Village Centre bank accounts since 1 October – 30 November 2009:

<b>DATE</b>	<b>AMOUNT £</b>	<b>DEPOSIT SLIP</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>
05/10/2009	100.00	BAC	JK Quality	Auction
12/10/2009	100.00	BAC	JK Quality	Auction
19/10/2009	100.00	BAC	JK Quality	Auction
22/10/2009	50.00	829	Ms L Plain	Balance of booking
22/10/2009	81.60	829	Tangmere Players	Quarterly invoice
22/10/2009	41.20	829	Mr M Roman - WSCC	WSCC meeting
22/10/2009	149.60	829	Enska Karate	Quarterly invoice
22/10/2009	343.40	829	Cricket Club	Quarterly invoice
22/10/2009	95.40	829	TPC	Quarterly invoice
22/10/2009	28.50	829	Tuesday Club	Quarterly invoice
22/10/2009	108.00	829	Ms N Hall	Monthly Invoice
22/10/2009	50.00	829	Mrs H Coulson	Luncheon
22/10/2009	120.00	829	Mr M Stockton	Murder Mystery
22/10/2009	31.00	829	Ms K Gillham	Children's Party
22/10/2009	46.60	829	Mrs Odell	Ballroom Dancing
22/10/2009	10.80	830	Tangmere Keep Fit	Quarterly invoice

26/10/2009	100.00	BAC	JK Quality	Auction
10/11/2009	26.80	831	Prof R Graham	Children's booking
10/11/2009	74.80	831	Tangmere Youth Club	Quarterly invoice
10/11/2009	189.60	831	Camera Club	Quarterly invoice
10/11/2009	91.60	831	Garden Club	Quarterly invoice
10/11/2009	25.20	831	RAF Halton	Quarterly invoice
10/11/2009	8.00	831	Mrs J Grice	Table Hire by Boxgrove
10/11/2009	43.20	831	Flower Club	Quarterly invoice
10/11/2009	81.00	831	Tangmere FC	Quarterly invoice
10/11/2009	31.00	831	Mr & Mrs Birch	Children's booking
10/11/2009	95.20	831	Mrs Odell	Ballroom Dancing
10/11/2009	50.00	831	Ms L Plain	Refundable deposit against fire alarm costs
18/11/2009	219.15	BAC	West Sussex PCT	Quarterly invoice
<b>TOTAL</b>	<b>2,491.65</b>			

**456.2** The Committee RESOLVED that the following payments since 1 October – 30 November 2009 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
01/10/2009	70.27	D/D	CDC	Emptying of bins
13/10/2009	5.00	1286	S Cousens	Refund of key deposit
13/10/2009	35.00	1287	Mrs M Hammond	Return of refundable deposit
13/10/2009	85.22	1288	Mrs J K Simnett	Cupboard wall protection from chairs
13/10/2009	57.56	1289	Phonographic Performance Ltd	PPL Licence
13/10/2009	101.86	1290	Mrs J Grice	Cleaning materials, curtain rail & clock
15/10/2009	43.30	D/D	Southern Water	Water Bill
15/10/2009	83.33	D/D	Scottish Power	Electricity bill
15/10/2009	618.40	D/D	CDC	Rates
19/10/2009	237.50	S/O	Mrs J Grice	Basic VC Manager & Cleaning Salaries
19/10/2009	16.68	D/D	Nildram	Wi-Fi
20/10/2009	180.08	1291	TPC	VC Accs & Bookings
20/10/2009	10.00	1292	Prof R Graham	Return of refundable deposit
20/10/2009	63.13	1293	Mrs J Grice	Balance of salaries
20/10/2009	61.65	1294	Anthony Grice	VC Cleaning
22/10/2009	52.26	D/D	BT	VC Phone bill
28/10/2009	16.00	D/D	Portsmouth Water	Water Bill
07/11/2009	124.20	1295	United Fire Protection Co	6month inspection/test fire alarms
07/11/2009	171.93	1296	United Fire Protection Co	Annual fire extinguishers service
07/11/2009	3.60	1297	Ms L Plain	Return of booking deposit minus damages
07/11/2009	46.40	1298	United Fire Protection Co	Callout & repair to fire point glass
07/11/2009	163.38	1299	TPC	VC Accs & bookings

07/11/2009	36.63	1300	Mrs J Grice	Balance of salary plus cleaning materials
07/11/2009	65.76	1301	Anthony Grice	VC Cleaning
15/11/2009	43.30	D/D	Southern Water	Water Bill
15/11/2009	83.33	D/D	Scottish Power	Electricity bill
15/11/2009	618.40	D/D	CDC	Rates
19/11/2009	237.50	S/O	Mrs J Grice	Basic VC Manager & Cleaning Salaries
19/11/2009	16.68	D/D	Nildram	Wi-Fi
28/11/2009	16.00	D/D	Portsmouth Water	Water Bill
<b>TOTAL</b>	<b>3,364.35</b>			

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

Balances as at 08/12/09

Current Account	£511.36
Deposit Account	£8,107.42
<b>Total</b>	<b>£8,618.78</b>

**456.4** The Committee noted that the Auction was up to date with its payments and that the direct debit would be put on hold for the Christmas period as the Auction would not be using the Centre during this period and will resume on 13 January.

**456.5 Bookings:** CDC has asked to book the Centre as a polling station on 6 May 2010. Another wedding has been booked in for July. At a booking on 31 October the fire alarm was set off and the cost of its repair was deducted from the user's refundable deposit. As discussed previously, Boxgrove Nursery has confirmed its booking beginning in January. A request had been received from the local singing group for the use of thirty plastic chairs on 9 and 16 December. The Committee RESOLVED that the group may have the loan of thirty plastic chairs to be collected on 15 December and returned on 17 December. The PC Chairman is to facilitate the collection and return of the chairs.

## **457 MANAGEMENT ACCOUNTS**

**457.1** A summary of the forecast was circulated (for copy see Minute Book). The Committee noted that a modest surplus of £291 is forecast. The Committee discussed the details of the financial analysis of income and expenditure.

**457.2** The Committee approved the expenditure for the repair of the damaged hedge and cutting back of the ivy by the Youth Club south wall and for the guttering repair. The Committee Chair is to organise the additional coat hooks requested by the Tuesday Club.

## **458. TO DISCUSS RECENT ANTI-SOCIAL BEHAVIOUR AROUND THE CENTRE**

**458.1** The Committee discussed the recent spate of anti-social behaviour occurring in the evenings around the Centre and the vandalism to the Centre. The meeting was informed that someone had tried to break into the small hall via the fire doors and that these doors had been found open on a number occasions. The Parish Council has tasked the Neighbourhood Management Panel to resolve the anti-social behaviour problem and the Panel has made it its number one priority.

**459. ANNUAL REVIEW OF RISK ASSESSMENT**

**459.1** The Committee Chair and VC Manager are to review the risk assessment and bring their findings to the next meeting.

**460. TO APPROVE THE PURCHASE OF NEW CROCKERY FOR THE CENTRE**

**460.1** The Committee discussed the proposal to purchase new crockery due to the increased number of large catered functions and that the majority of the current crockery is worn and mismatched.

**460.2** The Committee APPROVED the proposal to purchase new crockery and that samples are to be brought before the next Committee meeting for consideration.

**461. TO CONSIDER REQUEST FOR A FUNDRAISING MAGIC AND COMEDY SHOW**

**461.1** An email had been received from an entertainer proposing a joint fundraising magic and comedy show. The Committee reviewed the proposal and AGREED that the conditions were not favourable and that the entertainer should be informed that the Centre offers very reasonable booking charges.

**462. TO REVIEW USERS' GROUP REPORT**

**462.1** 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). The issues raised in the report had been covered in the agenda or had been discussed between the Committee Chair and the UG Chair.

**462.2 Over flow Car park lights:** the Committee Chair is organising the replacement of the broken light bulb.

**463. ANY OTHER MATTERS FOR INFORMATION**

**463.1.** The VC Manager will be providing holiday cover for bookings from 16 December until 4 January.

**Date of next meeting: 9 February 2010**