Draft minutes to be ratified at next meeting

TANGMERE PARISH COUNCIL

Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 9 FEBRUARY 2010

Present: Cllr Birkett (Committee Chair), Cllr Irwin (PC Chair) and Cllr Wood (PC Vice Chair & Finance Chair)
Mrs P Norman, Mrs J Simnett and Mr & Mrs Rudkin (Users Group representatives), Mrs J Grice (VC Manager) and Mrs M Monachan (Clerk & Bookings Officer).

464. APOLOGIES FOR ABSENCE

464.1 An apology was received and accepted from Cllr Sansby.

465. DECLARATIONS OF INTEREST

465.1 There were no declarations of interest.

466 MINUTES OF MEETING HELD ON 8 DECEMBER 2009

466.1 The minutes of the meeting held on 8 December 2009 which had been circulated to Members were approved as a correct record and were signed by the Committee Chair.

467. MATTERS ARISING

467.1 Paragraph 454.1 VC Drainage: two quotes had been received for the work and a third one has been requested.

467.2 Paragraph 454.2 Anti-climb paint sign: the Clerk is to order new signs.

468. VILLAGE CENTRE'S MANAGER REPORT

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

- Youth being taken to court for stealing fire extinguisher – the Committee Chair is to attend court with the VC Manager if she is called as a witness.
- Disturbances by youths seem to have lessened –any incidents reported to Community Warden.
- 1am call out for rear doors to hall being left open and light on!
- Lights are still being left on – also water urn in kitchen.
- Users need to sweep up after use, I might not be the next one in so be kind to other users.
- Tables and chairs not going back correctly – tables taken from small hall store need to go back in there – not right for small hall users to have to travel to far cupboard to collect their tables.

Jobs Completed

- Handle to main hall replaced
- Cigarette bins replaced with new ones
- New mugs purchased, cheap!!

Quotes received from two plumbers for toilet refurbishment.
Parhams phoned to replace glass in committee room window.
JS has been given a list of jobs to complete.
Portable appliance testing due – will confirm date with users.
Sample crockery from Bookers.
Risk assessment being worked on by the VC Manager and Committee Chair.

468.2 The Committee AGREED that all the tables should be colour-coded to ensure users replace them in the correct cupboard.

469. REGULAR FINANCIAL AND BOOKINGS REPORTS

469.1 The Committee noted that the following deposits had been made into the Village Centre bank accounts since 1 December 2009 – 31 January 2010:

DATE	AMOUNT £	DEPOSIT SLIP	PAYEE	DESCRIPTION
01/12/2009	100.00	BAC	JK Quality	Auction
08/12/2009	88.40	833	Enska Karate	Final payment
08/12/2009	43.20	833	WI	Quarterly invoice
08/12/2009	37.80	833	Conservative Association	Luncheon
08/12/2009	41.00	833	Mrs Morrison	Children's Party
08/12/2009	12.00	833	Keep Fit Coffee Morning	Quarterly invoice
08/12/2009	61.20	833	Mrs Odell	Ballroom dancing
14/12/2009	100.00	BAC	JK Quality	Auction
15/12/2009	194.40	834	Miss Hoare	Body Conditioning & Pilates
15/12/2009	51.50	834	SALC	Training Course
15/12/2009	100.00	834	Ms S Hall	Party
15/12/2009	5.00	834	Ms K Boddy	Key deposit
15/12/2009	110.00	835	Ms J Field	Party balance
31/12/2009	0.80	BAC	RBS	Interest to 31 December 2009
26/01/2010	124.80	836	TPC	Quarterly invoice
26/01/2010	60.00	836	Keep Fit Coffee Morning	Quarterly invoice
26/01/2010	960.00	836	Camera Club	Quarterly invoice
26/01/2010	41.00	836	Mrs Morrison	Replacement cheque
26/01/2010	50.40	836	RAF Halton	Quarterly invoice – final
26/01/2010	204.00	836	Youth Club	Quarterly invoice
26/01/2010	64.80	836	Flower Club	Quarterly invoice
26/01/2010	108.00	836	Keep Fit	Quarterly invoice
26/01/2010	542.10	836	Tangmere Players	Quarterly invoice
26/01/2010	75.00	836	Ms P Ham	Children's Party plus deposit

26/01/2010	76.00	836	Tuesday Club	Quarterly invoice
26/01/2010	54.40	836	Mrs Odell	Ballroom dancing
04/02/2010	57.50	837	Mrs J Grice	Repayment of gas boiler service
04/02/2010	60.00	837	Mrs E Roberts	Booking fee
04/02/2010	64.80	837	WI	Quarterly invoice
04/02/2010	43.20	837	Fishbourne Mill Morris Dancers	Booking fee
TOTAL	**3,531.30**			

469.2 The Committee RESOLVED that the following payments since 1 December 2009 – 31 January 2010 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
8/12/2009	56.88	1302	Mrs J Grice	Cleaning materials & cabin hooks
8/12/2009	5.00	1303	Mr F Hill	Refund of key deposit
8/12/2009	72.75	1304	United Fire Protection	Replacement of stolen fire extinguisher
1/12/2009	41.00	BAC	Mrs Morrison	Unpaid cheque
4/12/2009	57.50	1305	AD Broughton Ltd	Gas boiler service
4/12/2009	402.30	1306	AD Broughton Ltd	Gas boiler servicing
4/12/2009	237.50	S/O	Mrs J Grice	Basic VC Manager & Cleaning Salaries
5/12/2009	43.30	D/D	Southern Water	Water bill
6/12/2009	83.33	D/D	Scottish Power	Electricity bill
6/12/2009	618.40	D/D	CDC	Rates
1/12/2009	16.68	D/D	Nildram	Wi-fi
9/12/2009	453.82	D/D	British Gas	Gas Bill
0/12/2009	16.00	D/D	Portsmouth Water	Water Bill
4/01/2010	71.79	D/D	CDC	Refuse collection
5/01/2010	67.90	1307	Mrs J Grice	Balance of salary 16/11-13/12/09
5/01/2010	163.38	1308	TPC	VC Accounts & bookings
1/01/2010	237.50	S/O	Mrs J Grice	Basic VC Manager & Cleaning Salaries
4/01/2010	21.90	1309	Mrs J Grice	Balance of salary 14/12/09-10/01/10
4/01/2010	4.00	CHG	RBS	Cheque returned
5/01/2010	43.30	D/D	Southern Water	Water bill
5/01/2010	83.33	D/D	Scottish Power	Electricity bill
5/01/2010	618.40	D/D	CDC	Rates
9/11/2010	17.04	D/D	Nildram	Wi-fi
5/01/2010	54.72	D/D	BT	VC Phone bill
6/01/2010	7.00	1310	Mrs M Monachan	Cleaning cupboard key
8/01/2010	16.00	D/D	Portsmouth Water	Water Bill
1/02/2010	5.00	1311	WEJ Kelley	Refund of key deposit
TOTAL	**3,515.72**			

469.3 The bank balances are as follows:

Balances as at 09/02/10	
Current Account	£583.86
Deposit Account	£7,508.22
Total	***£8,092.08***

469.4 The Committee noted that the Auction had cancelled its direct debit over the Christmas period as no auction was held from 20 December to 20 January. The most recent gas bill reflects an actual reading taken in December rather than an estimated one.

469.5 **Bookings:** RAF Halton had not renewed its booking for this year. The Pilates class has reduced its booking from two hours to one. A tap class had made a provisional booking for Tuesdays from 1 to 3pm in the Main Hall. The Nursery is to extend its hours on a Thursday to 3pm and has confirmed its booking until December. The Committee AGREED that the posts to the overflow car park should remain down for the present.

470 MANAGEMENT ACCOUNTS

470.1 The Management Accounts report had not been prepared but as the receipts equalled the payments in the last two months a modest surplus was still forecast.

471. TO RECEIVE UPDATED RISK ASSESSMENT

471.1 The VC Manager and Committee Chair had reviewed the current risk assessment. A number of small issues had been identified which will be addressed shortly. The Clerk is to send out risk assessment forms to all User Groups.

472 TO REVIEW LETTING FEES FOR 2010/2011

472.1 The Committee RESOLVED to recommend to the Parish Council that the letting charges remain unchanged for the financial year 2010/11 due to the current level of rental income.

472.2 The Committee discussed the proposal that the Village Centre should consider taking on board more of its financial outgoings. The meeting noted that the main contribution from the Parish Council was the loan repayment and the insurance of the centre. The item is to be brought before the Finance Committee for discussion.

473. TO RECEIVE AND DISCUSS QUOTES RECEIVED FOR THE UPDATING OF THE CENTRE'S SMALL TOILETS

473.1 Two quotes had been received for the replacement of the two toilets and sinks with work surface. All pipes are to be boxed in and a new hand drier is required. A third quote is being sought. It is planned that the work will be carried out in the Easter break.

473.2 The Committee RESOLVED to delegate the authority for selecting the preferred supplier for the toilets refurbishment to the Committee Chair and VC Manager.

474. PURCHASE OF NEW CROCKERY FOR THE CENTRE

474.1 The Committee reviewed several samples of crockery.

474.2 The Committee RESOLVED that a hundred place settings consisting of five pieces should be purchased at a maximum cost of £500 excluding VAT. More samples are to be obtained and brought to the next Committee meeting.

475. TO REVIEW GAS CONTRACT

475.1 The Committee noted that the current gas contract finishes on 31 April 2010. The Clerk had sent a termination notice before the 90-day deadline. Several prices per kWh unit had been sought but due to the length of time until the end of contract none of the suppliers could guarantee a set rate for 1 May.

475.2 The Committee AGREED that the authority to select a new 12-month gas contract be delegated to the Committee Chair and the Clerk.

476. TO REVIEW USERS' GROUP REPORT

476.1 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 defect issues raised in the report had been discussed by the Committee Chair and VC Manager and the list passed on to be actioned. The following issues were discussed:

- **Grouting**: the UG Manager is to identify the area for the VC Manager.
- **Ivy:** has been cleared.
- **Hawthorn Hedge:** only four whips available for planting.
- **Recycle Bin Fence**: Mrs Norman volunteered to donate small evergreen shrubs to plant in front of fence. The meeting noted that one of the fence posts needs reset and a new panel erected. The Committee Chair is to progress the matter.
- **Car Park**: a contractor had assessed the car park and advised that the car park dips in the centre due to the soft under-surface. He recommended the excavating of one third of the car park in the centre, filling with road stone and then compacting until level ensuring a firm sub base which is then topped with the gravel. The Finance Committee is to discuss the recommendation.

477. ANY OTHER MATTERS FOR INFORMATION

477.1. A new weekly timer for the heating in the Main Hall is to be purchased to replace the existing daily timer which will make the heating of the hall more effective.

477.2 The VC Manager is to cover the bookings whilst the Clerk is on holiday from 13-21 February.

Date of next meeting: 13 April 2010