

# 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.

- 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<br>£ | DEPOSIT<br>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<br>Dancers | Booking fee                     |
| <b>TOTAL</b> | <b>3,531.30</b> |     |                                   |                                 |

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

| <b>DATE</b>  | <b>AMOUNT<br/>£</b> | <b>CHQ<br/>NO.</b> | <b>PAYEE</b>           | <b>DESCRIPTION</b>                      |
|--------------|---------------------|--------------------|------------------------|---|
| 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                   |
| <b>TOTAL</b> | <b>3,515.72</b>     |                    |                        |   |

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

## Balances as at 09/02/10

|                 |                  |
|-----------------|------------------|
| Current Account | £583.86          |
| Deposit Account | £7,508.22        |
| <b>Total</b>    | <b>£8,092.08</b> |

**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 is 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.

**c474. 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**