

TANGMERE PARISH COUNCIL

Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 13 APRIL 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), Mr S Oakley (User Group Chairman), Mr T Puttick
(Tangmere FC representative) and Mrs M Monachan (Clerk & Bookings Officer).

478. APOLOGIES FOR ABSENCE

478.1 No apologies were received.

479. DECLARATIONS OF INTEREST

479.1 There were no declarations of interest.

480. TO CONSIDER FOOTBALL TEAM'S REQUEST TO SET UP A SECOND TEAM.

480.1 The Committee AGREED to move Agenda Item 10 forward to allow the Football Representative to leave the meeting early.

480.2 The Football Representative informed the meeting that the team now had 24 players signed on. There are a number of younger players which would be able to eventually replace some of the older team members and a second team would give these youths the opportunity of regular football practice. The Team would like to set up a second youth team to enter in the Saturday League.

480.3 The Committee discussed the proposal and noted that another manager would be appointed to ensure that the second team maintains the changing rooms and clear up after matches. No clashes with the Cricket Club bookings were anticipated.

480.4 The Committee APPROVED the use of the Village Centre facilities by the proposed second football team.

The Football Team Representative left the meeting.

481 MINUTES OF MEETING HELD ON 9 FEBRUARY 2010

481.1 The minutes of the meeting held on 9 February 2010 which had been circulated to Members were approved as a correct record and were signed by the Committee Chair.

482. MATTERS ARISING

482.1 **Paragraph 467.1VC Drainage:** a third quote had been received for and will be discussed at the next Finance Committee meeting.

- 482.2 Anti Climb Paint:** there is enough paint left over from last year and this will be applied as soon as possible.
- 482.3 Paragraph 468.1 Missing Fire extinguisher:** the case has been dropped due to lack of evidence. The missing extinguisher was found by the Litter Warden in Jerrard Road and may be refilled at the next fire extinguisher testing.
- 482.4 Paragraph 475.2 Gas Contract:** a 12-month gas contract has been taken out with British Gas at a favourable rate. The meeting was informed that the heating was on in the Changing Rooms on the previous Friday, Saturday and Sunday morning.
- 482.5 Paragraph 476.1 Grouting on Small Hall:** the meeting was informed that though a degree of pug had fallen out from the tiles it is not a major issue as there is a lead tray underneath the tiles which prevents leakage.
- 482.6 Letting Fees 2010/2011:** the Parish Council had taken up the Committee's recommendation to leave the rates unchanged for the next year.

483. VILLAGE CENTRE'S MANAGER REPORT

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

JOBS COMPLETED

Main Hall

- Small walls painted
- Wall under dado rail scrubbed
- General spring clean windows etc. There are some paint daubs on floor.

Kitchen

- Deep cleaned (cupboards, shelves, cooker, and fridge). The new crockery is in cupboards. The Tuesday Club requested that a set of the old crockery be left out.

Small Hall

- Windows, walls, floors spring cleaned.

Back Toilets

- Re-fitted with new toilets, sinks.
- Painted ceiling and walls
- New hand dryer to be fitted.

Changing Rooms

- Super de-chlorination done
- Showers scrubbed
- General spring clean.

Other

- Portable appliance testing completed. The condition of one of the Youth Club's fridges had been highlighted by the engineer.
- Fire alarms and emergency lighting completed.
- Reducing the heating times due to warm weather.
- Anti-climb paint signs fitted to cricket nets.

- 483.2** The VC informed the Committee that the Main Hall will require painting in the next six months and that the heating switch needs to be relocated.

- 483.3** The Committee Chair is compiling a list of small jobs and will arrange for them to be completed.
- 483.4 Small Toilets:** the Committee discussed the storage of the Nursery's equipment now the toilets have been refurbished. The Committee Chair, VC Manager and the Vice Chair are to investigate alternative storage options.
- 483.5** A new recycling sticker is required for the recycling bin in the Kitchen to encourage users to use it correctly. The Clerk is to source one.

484. REGULAR FINANCIAL AND BOOKINGS REPORTS

- 484.1** The Committee noted that the following deposits had been made into the Village Centre bank accounts since 1 February – 31 March 2010:

DATE	AMOUNT £	DEPOSIT SLIP	PAYEE	DESCRIPTION
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 Mo Dancers	Booking fee
12/02/2010	400.00	BAC	JK Quality Auction	Auction x 4
22/02/2010	100.00	BAC	JK Quality Auction	Auction
25/02/2010	80.00	838	M Stockton	Murder mystery x 2
25/02/2010	31.00	838	Mr D Smith	Children's Party
25/02/2010	136.50	838	Sussex Snowdrop Trust	Booking fee
25/02/2010	31.00	838	Mr I Birch	Children's Party
25/02/2010	37.40	838	Mrs Odell	Ballroom Dancing
25/02/2010	435.20	838	Boxgrove Bumble Bees	Monthly rent
25/02/2010	31.00	838	Ms H Croucher	Children's Party
25/02/2010	23.70	838	Mrs Odell	Ballroom Dancing
01/03/2010	100.00	BAC	JK Quality Auction	Auction
08/03/2010	100.00	839	Mrs D Page	Birthday Party
08/03/2010	50.00	839	Ms A Kilhams	Wedding deposit
08/03/2010	75.60	839	Ms N Hoare	Pilates/Body Conditioning
08/03/2010	100.00	839	Tangmere FC	Quarterly invoice
08/03/2010	54.40	839	Mrs Odell	Ballroom Dancing
09/03/2010	100.00	BAC	JK Quality Auction	Auction
15/03/2010	100.00	BAC	JK Quality Auction	Auction
24/03/2010	100.00	BAC	JK Quality Auction	Auction
26/03/2010	40.00	840	Mr M Stockton	Murder mystery
26/03/2010	82.40	840	WSSC	Booking fee
26/03/2010	31.00	840	Mrs J Deadman	Children's Party
26/03/2010	64.80	840	T Garden Club	Quarterly Invoice
26/03/2010	408.00	840	Boxgrove Bumble Bees	Monthly rent

26/03/2010	33.00	840	Tangmere FC	Quarterly invoice balance
26/03/2010	13.60	840	Mrs Odell	Ballroom Dancing
30/03/2010	0.06	BAC	RBS	Interest to 16/03/2010
31/03/2010	0.72	BAC	RBS	Interest to 31/03/2010
31/03/2010	30.60	841	Mrs Odell	Ballroom Dancing
TOTAL	3,015.48			

484.2 The Committee RESOLVED that the following payments since 1 February – 31 March 2010 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
01/02/2010	5.00	1311	WEJ Kelley	Refund of key deposit
08/02/2010	237.50	S/O	Mrs J Grice	Basic salary
09/02/2010	25.00	1312	Ms P Ham	Return of refundable deposit
09/02/2010	65.22	1313	Mrs J Grice	Balance of salaries
09/02/2010	135.60	1313	Mrs J Grice	Cleaning materials
09/02/2010	98.64	1314	Anthony Grice	Cleaning
15/02/2010	43.30	D/D	Southern Water	Water Bill
15/02/2010	83.33	D/D	Scottish Power	Electricity Bill
19/02/2010	17.04	D/D	Nildram	Wi-fi
23/02/2010	161.20	1315	TPC	VC Accs & Bookings
01/03/2010	237.50	S/O	Mrs J Grice	Basic salaries
01/03/2010	16.00	D/D	Portsmouth Water	Water Bill
11/03/2010	62.30	1316	Mr J Simnett	General repairs
11/03/2010	149.68	1317	Parham Brothers	Re-glaze window
11/03/2010	92.73	1318	Mrs J Grice	Balance of salaries
11/03/2010	87.50	1319	Anthony Grice	Cleaning
15/03/2010	43.30	D/D	Southern Water	Water Bill
15/03/2010	83.33	D/D	Scottish Power	Electricity bill
19/03/2010	17.04	D/D	Nildram	Wi-fi
23/03/2010	182.98	1320	TPC	VC Accs & Bookings
23/03/2010	68.15	1321	Mrs J Grice	Cleaning materials
29/03/2010	611.85	D/D	British Gas	Gas bill
30/03/2010	16.00	D/D	Portsmouth Water	Water Bill
TOTAL	2,404.59			

484.3 The bank balances are as follows:

Balances as at 13/04/10

Current Account	£667.91
Deposit Account	£8,708.94

Total **£9,376.85**

484.4 The Committee received and approved the Bank Reconciliation as of 31 March 2010. The Reconciliation will form part of the Parish Council's Annual Return.

484.5 Bookings: bookings have been taken for two weddings, a number of birthday parties and two productions. The Clerk informed the Committee that new booking forms need to be ordered. Members are to review the current format and conditions.

485 MANAGEMENT ACCOUNTS

485.1 The Committee received the full year Management Accounts report which showed a surplus of £2,250. The Committee noted that there are still the outstanding contributions towards the new crockery and small toilet refurbishments to be made. A break-even budget is forecast for next year.

486. TO CONSIDER RECOMMENDATION TO CONTRIBUTE TOWARDS THE CENTRE'S INSURANCE COVER

486.1 After discussion the Committee RESOLVED to contribute 50% towards the cost of insuring the Village Centre for 2010/2011.

487 RISK ASSESSMENT UPDATE

487.1 Seven risk assessment forms had been returned which raised a number of small issues. An action list is to be drawn up.

488. PURCHASE OF NEW CROCKERY FOR THE CENTRE

488.1 The meeting noted that the Parish Council will purchase the new crockery for the Centre for the use of community events such as the Village Fair and Twinning Association dinner.

488.2 The Committee RESOLVED to make a contribution of £400 to the Parish Council towards the new crockery.

488.3 The Committee Chair will decide where the new crockery is to be stored.

489. TO DISCUSS THE PROVISION AND STORAGE OF A TROLLEY FOR TRANSPORTING HOT DRINKS TO THE MAIN HALL.

489.1 The Committee discussed the provision of a trolley to reduce the risk of spillages when carrying hot drinks from the kitchen to the main hall. Mrs Norman volunteered to look at the cost of a second hand commercial catering trolley.

490. TO REVIEW USERS' GROUP REMIT

490.1 A brief background of how the User Group was originally set up to raise funds to equip the Centre was given by the PC Chair. The User Group was asked to discuss its set up ie guidelines, rules, terms of reference, boundaries of discussion, format and election of officers. Members discussed the current format of the Committee that arose from the VAT implications from the Centre's extension.

490.2 The Committee AGREED that the Users Group should formalise its structure over the next six months to ensure a smooth relationship between it, the Committee and the Parish Council.

491. TO REVIEW USERS' GROUP REPORT

491.1 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).

491.2 Leaking guttering joints: to be addressed by Mr Simnett.

491.3 Spring Fair: thanks were given to Mr & Mrs Rudkin for organising the successful day.

492. TO RE-CONFIRM BANKING SIGNATURES

492.1 The Committee RE-CONFIRMED the authorised banking signatures for the Village Centre accounts as the Committee Chair, the PC Chair, the PC Vice-Chair and the Finance Chair.

493. ANY OTHER MATTERS FOR INFORMATION

493.1. The Clerk had been informed by the current Insurers that user groups are not covered under the Parish Council's public liability insurance. The policy will be reviewed at the next Finance Committee meeting. The meeting noted that the CCTV system had been upgraded and a dome camera installed over the main entrance.

493.2 An Emergency Plan had been completed which lists the Centre as a possible venue for any local emergencies.

493.4 The Committee noted that bookings at the Village Centre take precedence over the hiring out of any tables and chairs

Date of next meeting: (8 June 2010) TBC