

Draft minutes to be ratified at next meeting
TANGMERE PARISH COUNCIL

Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 6 JUNE 2010

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

Absent: Cllr Perry

494. APOLOGIES FOR ABSENCE

494.1 Apologies were received and accepted from Cllr Beach, Mrs Grice, Mrs Norman and Mr Oakley.

495. DECLARATIONS OF INTEREST

495.1 There were no declarations of interest.

496. TO TAKE NOTE OF THE COMMITTEE'S REVISED TERMS OF REFERENCE

496.1 The Committee noted that the car park and the double garage now come under the remit of the Environment Committee. The Village Centre is responsible for its risk assessment and health and safety (for copy see Minute Book).

496.2 The Committee AGREED that the tennis courts (bookings) should be removed from the Committee's Terms of Reference as it is not currently applicable and that as Section 6 of the Users Group's minutes will be reviewed by the Environment Committee it will no longer be discussed at this Committee's meetings.

497. MINUTES OF MEETING HELD ON 13 APRIL 2010

497.1 The minutes of the meeting held on 13 April 2010 which had been circulated to Members were approved as a correct record and were signed by the Committee Chair.

498. MATTERS ARISING

498.1 Paragraph 480.4 Football Second Team: the Clerk is to seek confirmation that the second team has been set up.

498.2 Paragraph 489.1 Provision of Drink's Trolley: being progressed by Mrs Norman.

498.3 Paragraph 488.3 New Crockery: an additional cupboard is urgently required to house the new crockery as all 100 place settings do not fit in the existing cupboards – the VC Manager to progress.

499. REGULAR FINANCIAL AND BOOKINGS REPORTS

499.1 The Committee noted that the following deposits had been made into the Village Centre bank accounts since 1 April – 31 May 2010:

DATE	AMOUNT £	DEPOSIT SLIP	PAYEE	DESCRIPTION
07/04/2010	100.00	BAC	JK Quality	Auction
07/04/2010	680.00	842	Boxgrove Bumble Bees	Monthly Bill
07/04/2010	23.80	842	Mrs Odell	Ballroom Dancing
07/04/2010	150.00	843	Mrs L Osborne	Christening plus £50 deposit
13/04/2010	150.00	844	C Hopkins	Wedding
13/04/2010	6.80	844	Mrs Odell	Ballroom Dancing
30/04/2010	31.00	845	Mr & Mrs Mallinson	Children's Party
30/04/2010	150.00	845	Mrs A Stephenson	Dance Production
30/04/2010	45.00	845	CDC	Football in the Community
30/04/2010	234.60	845	Tangmere Youth Club	Quarterly Bill
30/04/2010	50.40	845	WI	Quarterly Bill
30/04/2010	876.00	845	Camera Club	Quarterly Bill
30/04/2010	114.00	845	Tuesday Club	Quarterly Bill
30/04/2010	64.80	845	Keep Fit Coffee	Quarterly Bill
30/04/2010	31.00	845	Ms J Dunn	Children's Party
30/04/2010	544.10	845	Tangmere Players	Quarterly Bill
30/04/2010	81.60	845	Mrs Odell	Ballroom Dancing
04/05/2010	100.00	BAC	JK Quality	Auction
10/05/2010	100.00	BAC	JK Quality	Auction
11/05/2010	86.40	846	Mrs A O Shea	Quarterly & final bill
11/05/2010	100.00	847	Ms A Kilham	Wedding balance
11/05/2010	100.00	847	Mr M Thair	40th Birthday Party
11/05/2010	108.00	847	Ms N Hoare	Body conditioning & Keep Fit
11/05/2010	150.00	847	Apollo Training	Training Course x 2
11/05/2010	34.00	847	Mrs Odell	Ballroom Dancing
14/05/2010	150.00	BAC	Apollo Training	Represented cheque
18/05/2010	100.00	848	Ms M Goble	Theatre Production
18/05/2010	80.00	848	Mr M Stockton	Murder Mystery x 2
28/05/2010	312.80	849	Boxgrove Bumble Bees	Monthly Bill
28/05/2010	46.20	849	Ms C Peters	Memorial Service
28/05/2010	47.60	849	Mrs Odell	Ballroom Dancing
TOTAL	4,848.10			

499.2 The Committee RESOLVED that the following payments since 1 April – 31 May 2010 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
01/04/2010	75.62	D/D	CDC	Quarterly waste disposal bill
06/04/2010	237.50	S/O	Mrs J Grice	Basic VC Manager & Cleaning Salaries
13/04/2010	26.41	1322	Mrs J Grice	Balance of Cleaning & Mgr salaries p expenses
13/04/2010	80.15	1323	Anthony Grice	Cleaning 08/03-05/04/10
13/04/2010	65.21	1324	Kirtek Systems	Portable appliance testing
13/04/2010	21.16	1325	Mrs M Monachan	Sixty mugs
15/04/2010	43.30	D/D	Southern Water	Water Bill
15/04/2010	83.33	D/D	Scottish Power	Electricity Bill
15/04/2010	558.90	D/D	CDC	Rates
15/04/2010	17.04	D/D	Nildram	WiFi subscription
26/04/2010	54.62	D/D	BT	VC Phone Bill
27/04/2010	2,850.00	1326	TPC	VC Crockery & toilet refurb contribution
27/04/2010	211.75	1327	TPC	VC Accounts & bookings
28/04/2010	8.00	D/D	Portsmouth Water	Water Bill
04/05/2010	237.50	S/O	Mrs J Grice	Basic VC Manager & Cleaning Salaries
13/05/2010	164.13	1328	Mrs J Grice	Balance of Cleaning & Mgr salaries p expenses
13/05/2010	121.24	1329	Mr J Brockhurst	Cleaning & general maintenance
13/05/2010	75.60	1330	United Fire Protection	Fire alarm & emmerg lighting testing
13/05/2010	170.00	1331	DE Page Artexing Covings	Painting of small toilet
13/05/2010	50.00	1332	Mr J Simnett	Guttering repairs
13/05/2010	278.51	1333	TPC	VC Accounts & bookings
17/05/2010	43.30	D/D	Southern Water	Water Bill
17/05/2010	83.33	D/D	Scottish Power	Electricity Bill
17/05/2010	558.90	D/D	CDC	Rates
19/05/2010	17.04	D/D	Nildram	WiFi subscription
28/05/2010	8.00	D/D	Portsmouth Water	Water Bill
TOTAL	6,140.54			

499.3 The bank balances are as follows:

Balances as at 08/06/10

Current Account	£560.49
Deposit Account	£6,908.94
Total	£7,469.43

499.4 The Committee noted that the cheque from Apollo Training had had to be represented and that the Auction, after missing a few payments, has brought its payments up to date.

499.5 Bookings: several bookings have been taken for 2011. One of the bookings is for a wedding on 20 May for which the organisers have asked if they could hang white curtains in the Main

Hall. The Committee AGREED to grant this request on the condition that the original curtains are re-hung correctly and without damage. The Committee discussed the requests from a number of bookings for details of caterers. A list of local caterers is to be sourced. The Committee noted there will be one hour MultiSport sessions on the recreation field every Monday afternoon during the summer holidays - the sessions will be run by CDC in partnership with various agencies. The meeting was informed that a complaint had been received about the booking on 5 June. The complaint had been investigated at the time and it was determined that there was no reasonable basis for the complaint. It was noted that the complainant had used an abusive tone in her phone calls to the PC Chair and his family members.

499.5 Booking Form: members reviewed the current format and conditions and AGREED the following:

- Delete Condition 7
- Include in Condition 4 the correct storage of chairs and tables and the washing and storage of kitchen equipment.
- To include no parking on Malcolm Road.
- The Committee Chair and Clerk to have the delegated authority to place the order for the new forms.

500. MANAGEMENT ACCOUNTS

500.1 The Committee AGREED to the Management Accounts being prepared and presented at alternate meetings. The Accounts will come before the next meeting.

501. TO RECEIVE THE RISK ASSESSMENT ACTION LIST

501.1 The Risk Assessment Action list is still being compiled and will come before the next meeting.

502. TO REVIEW USERS' GROUP REPORT

502.1 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) and the following issues were raised:

- **Flooding:** three quotes had been received. The Finance Committee are reviewing the most efficient and cost-effective method of resolving the problem. The Dentist is to be asked to repair the guttering to the Dental part of the Centre which is compounding the flooding problem.
- **Heating:** the thermostat in the main hall has been moved to a more suitable position.
- **Small Toilets:** a check will be performed on the overflow pipe.
- **Small Tables:** the two missing tables may be behind the door leading from the Small Hall to the stage.
- **Chair Storage:** after being used at the Village Fete, the Youth Club has offered the use of its storage container for the additional chairs currently stored in the changing rooms. Mr Rudkin is to liaise with the VC Manager.
- **Anti-climb paint:** the painting needs to be applied as soon as possible - the VC Manager is to arrange.
- **Recycle bin sign:** has been ordered.
- Section 6 of the Minutes to be excluded from future Committee meetings.

- **Accident/Incident Book:** the Committee noted that there were a number of reports in the book of no toilet paper and sticky floors. The Committee discussed the drop in the normal high standard of cleaning during the Cleaner's absence and the appointment of a relief cleaner to cover for the Cleaner in her absence. The Committee Chair is to discuss the situation with the Cleaner.
- **Fire Door Small Hall:** the push bar needs tightening and cabin hooks need fitted before the Village Fete. Mr Rudkin is to action.

503. TO RE-CONFIRM BANKING SIGNATURES

503.1 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.

504. ANY OTHER MATTERS FOR INFORMATION

504.1. Village Fete: a risk assessment has been carried out and any problems which arose last year have been addressed.

Date of next meeting: 10 August 2010