TANGMERE PARISH COUNCIL

Minutes of the meeting of the VILLAGE CENTRE COMMITTEE held on 13 FEBRUARY 2007

Present: Andrew Irwin (PC Chair), Christine Baker (Vice Chair), Andrew Grice (Committee Vice Chair) and Helen Punnett (Finance Chair).
John Rudkin, Pat Norman and Mike Jones (Users Group representatives), Simon Oakely (Users Group Chairman), Julia Grice (Village Centre Manager) and Dominic MacKinnon (TC07 representative).

Apologies: Anne Poulter – work commitment, George Barlow – on holiday, Michael Clue and Roger Birkett.

250. CHAIRMANSHIP OF THE MEETING

250.1 Due to the absence of the Committee Chair, the Committee Vice Chair took on the role of Acting Chair for the duration of the meeting.

251. MINUTES OF MEETING HELD ON 12 DECEMBER 2006

251.1 The minutes of the meeting held on 12 December 2006 were approved and signed as a correct record by the Acting Chair.

252. MATTERS ARISING

252.1 **Paragraph 243.6 Guttering:** the meeting was informed that the contractor had gone bankrupt. The company had been a franchise and the Committee Vice Chair has tried to contact the main company to ask it to honour the guarantee. The Committee Vice Chair will be able to do some of the work himself but will first await a reply from the franchise owner.

253. MANAGEMENT REPORT

253.1 The Village Centre Manager gave the following verbal report:

- The doors to the changing rooms have been mended.
- The door to the main hall has been fixed.
- The painting of the agreed area of the stage has been carried out by John Simnett and the Committee Vice Chair. The areas by the stairs and fire exit have been left white for visibility. The Fire Inspector was satisfied that the edge of the stage was clearly marked.
- All the heating vents in the ceiling require cleaning. John Simnett has cleared out two but the others are too high to be accessed safely by a ladder. The Committee AGREED that a quote should be sought to have the work carried out by professionals or a tower of scaffolding should be hired for safe access.
- The Committee Vice Chair helped the Youth Club strip the walls of the youth hall which has now been painted.
- There have been some problems with the boiler. Both of the boilers have been serviced and a new fan is required in the older of the two – an estimate has been asked for. The engineer requested that a copy of the manual be left with each boiler to make the ordering of parts easier. The Corgi certificate will be sent with the invoice for the work.

The Village Centre Manager will check which thermostats relate to the old central heating so that they can be removed.

- The fire door in the small hall has been finished.
- Bolts have been fitted to both of the doors in the changing rooms.
- Paving slabs: the Parish Council has not been informed of the exact spot of the accident which happened on 12th January. It is understands that the lady fell on the path by the Youth Hall. The Parish Council's insurance company has been notified and the broken slabs by the main hall have been removed. When the new drainage scheme is put in place only the original paving slabs by the fire exits will be kept and the rest of the area tarmaced.
- It was reported that some of the cushioned chairs had been removed from the centre without permission. The Chairman informed the Committee that the chairs had been borrowed by Virgin Vie for an all day meeting. The UG Chair asked if the company would be willing to make a donation to the Centre. The Chairman is to enquire.
- The VC Manager would like a key count from all User Groups. The UG Chair is to ask each group to submit a list of its keyholders.
- The outside light is on order.
- Hearing Loop: the quote for the loop was discussed at the last Finance Committee meeting where the Committee Chair had said that a second-hand system had been given to John Simnett. The Committee Chair is to be asked to contact Mr Simnett re the system.
- Alcohol licence: the Committee noted that the Committee Chair is the licensee and the person responsible for issuing Temporary Event Notices.
- The VC Manager requested that all User Groups put away the chairs properly so that all users have easy access to them.
- The number of hours allocated to the maintenance of the Centre need to be increased due to the amount of work that is required.

253.2 The Committee noted that the Youth Club had purchased new furniture for the Youth Hall. The Youth Club representative was asked to draw up the inventory for the hall which will be included in the annual review of the Centre's insurance policy.

254. REGULAR FINANCIAL REPORT

254.1 The Committee noted that the following payments had been made into the Village Centre bank accounts since 1 December 2006 – 31 January 2007:

DATE	AMOUNT £	DEPOSIT SLIP	PAYEE	DESCRIPTION
6-Dec-06	25.00	BAC	Dance Club	Weekly repayment of debt
6-Dec-06	52.50	763	Mrs Stemp	Funeral Lunch
6-Dec-06	84.00	763	Keep Fit	Quarterly Invoice
6-Dec-06	13.20	763	Mrs Odell	Ballroom Dancing
13-Dec-06	25.00	BAC	Dance Club	Weekly repayment of debt
13-Dec-06	157.50	764	Irish Dancing	Quarterly Invoice
13-Dec-06	157.50	764	Sunday Football Team	Quarterly Invoice
13-Dec-06	129.60	764	Lewams Auctions	Monthly Invoice
13-Dec-06	76.00	764	TPC	Quarterly Invoice
13-Dec-06	26.40	764	Mrs Odell	Ballroom Dancing
20-Dec-06	25.00	BAC	Dance Club	Weekly repayment of debt

29-Dec-06	25.00	BAC	Dance Club	Weekly repayment of debt
29-Dec-06	18.62	BAC	RBS	Interest to 29 Dec 2006
4-Jan-07	25.00	BAC	Dance Club	Weekly repayment of debt
10-Jan-07	789.30	765	Camera Club	Quarterly Invoice
10-Jan-07	350.00	765	Spot on Theatre Production	Theatre Production
10-Jan-07	40.00	765	CDC	Exhibition
10-Jan-07	125.00	765	CDC	DDO Exhibition
10-Jan-07	412.75	765	TPC	VC Mgr's Salary repayment
10-Jan-07	33.00	765	Mrs Odell	Ballroom Dancing
10-Jan-07	179.25	765	St Andrews	Quarterly Invoice
11-Jan-07	25.00	BAC	Dance Club	Weekly repayment of debt
16-Jan-07	70.00	766	Mrs Watson	Children's Party
16-Jan-07	21.00	766	Mrs Davies	Activeo
16-Jan-07	149.63	766	Mumbaba	Quarterly Invoice
16-Jan-07	68.25	766	Garden Club	Quarterly Invoice
16-Jan-07	130.50	766	TPC	Quarterly Invoice
16-Jan-07	166.25	766	Youth Club	Quarterly Invoice
16-Jan-07	92.50	766	Tuesday Club	Quarterly Invoice
16-Jan-07	30.00	766	Mrs Baker	Children's Party
16-Jan-07	63.00	766	Flower Club	Quarterly Invoice
18-Jan-07	25.00	BAC	Dance Club	Weekly repayment of debt
25-Jan-07	25.00	BAC	Dance Club	Weekly repayment of debt
31-Jan-07	45.00	767	Snowdrop Trust	Luncheon
31-Jan-07	100.00	767	Mr Luff	Quiz Show
31-Jan-07	19.80	767	Mrs Odell	Ballroom Dancing
31-Jan-07	60.00	767	Mrs Walder	80th Birthday Party
31-Jan-07	30.00	767	Ms Weisner	40th Birthday Party (Deposit)
31-Jan-07	469.63	768	Tangmere Players	Quarterly Invoice
31-Jan-07	49.20	768	WI	Quarterly Invoice
31-Jan-07	16.40	768	Mrs Rudkin	Private function
31-Jan-07	275.63	BAC	Western Sussex PCT	Quarterly Invoice
TOTAL	**4,701.41**			

254.2 The Committee RESOLVED that the following payments since 1 December 2006 – 31 January 2007 be approved as detailed below:

DATE	AMOUNT £	CHQ NO.	PAYEE	DESCRIPTION
11-Dec-06	105.75	1119	Kirtek Systems	Portable Appliance Testing
13-Dec-06	220.00	1120	Fishbourne Primary School	Gopak tables
13-Dec-06	54.16	1121	Mrs A Poulter	Cleaning materials
15-Dec-06	482.60	D/D	CDC	Rates
28-Dec-06	8.00	D/D	Portsmouth Water	Water bill
28-Dec-06	100.00	D/D	Scottish Power	Electricity Bill

2-Jan-07	55.00	D/D	CDC	Quarterly waste collection
8-Jan-07	74.88	1122	TPC	VC Accounts
8-Jan-07	174.00	1123	Mrs J Grice	Cleaner's salary
8-Jan-07	81.25	1123	Mrs J Grice	VC Manager's salary
11-Jan-07	100.00	1124	Spot on Theatre Productions	Return of deposit
15-Jan-07	482.60	D/D	CDC	Rates
23-Jan-07	192.77	1125	Southern Water	Water bill
23-Jan-07	93.60	1126	TPC	VC Accounts
28-Jan-07	8.00	D/D	Portsmouth Water	Water bill
28-Jan-07	100.00	D/D	Scottish Power	Electricity Bill
31-Jan-07	149.48	1127	Mrs J Grice	Cleaner's salary
TOTAL	**2,482.09**			

254.3 The bank balances are as follows:

Balances as at 13/02/07

Current Account	£519.27
Deposit Account	£6,006.79
Total	***£6,526.06***

254.4 The Committee noted the bank charges arising from the bank's rejection of the Tangmere and Boxgrove Conservative Association cheque have been paid

254.5 The Clerk informed the Committee that the Dance Club organiser has kept up her regular weekly payments and that there is approximately £350 outstanding of the original £1,080 debt.

254.6 The electricity direct debit will be reduced from £100 to £40 as of 28 March.

255. MANAGEMENT ACCOUNTS REPORT

255.1 The Chairman had produced a management accounts report but had not had the opportunity to print copies. A copy will be circulated to members shortly. The current forecast is for a surplus of £1,500 mainly due to the refund from the electricity company and the income expected from Lewams Auctions.

255.2 The Committee noted that more funds are available for the Maintenance and Repairs budget.

255.3 The UG Chair requested that the Committee be informed at each meeting as to what items the Parish Council had paid for.

256. LETTING CHARGES FOR 2007/08

256.1 The User Groups had discussed the proposed charges at their last meeting and recommend a 3% increase to the letting charges for the next financial year to the Management Committee.

256.2 The Committee AGREED to round down the charges to the nearest ten pence for ease of invoicing with the exception of the Health Clinic and children's party rates which will be set at £285.00 and £31.00 respectively.

256.3 The Committee AGREED to introduce a new rate of £15 per hour for the combined use of the main and small halls by regular users and one rate for all Player rehearsals of £6.80.

256.4 The Committee RESOLVED to recommend to the Parish Council that the current letting charges be increased for the financial year 2007/08 as follow:

	2007/2008
Regular Users	
Main Hall (inc kitchen)	10.80
Small Hall (inc kitchen	8.40
Main Hall and Small Hall (combined inc kitchen)	15.00
Committee Room	7.20
Tangmere Youth Club	6.80
Weekday Sporting Fixture (Changing Rooms only)	22.60
Week-end Sporting Fixture (Changing Rooms only)	27.00
Week-end Sporting Fixture (Changing Rooms & Small Hall)	40.10
Tuesday Club	9.50
Tangmere Players (Pantomime rehearsals)	6.80
Non-Regular Users	
Main Hall (inc. kitchen)	20.60
Small Hall (inc. kitchen)	15.40
Committee Room	10.30
Main Hall & Small Hall (combined inc kitchen)	25.70
Weekday Sporting Fixture (Changing Rooms only)	28.30
Week-end Sporting Fixture (Changing Rooms & Small Hall)	42.20
Chichester NHS Trust	285.00
Special Children's Party Rate (for children under 12 and the latest booking is 3pm)	31.00

257. USERS' GROUP REPORT

257.1 A copy of the minutes of the last UG's meeting is enclosed in the Minute Book.

257.2 **Stage:** the UG Chair asked the Committee to consider the potential fall hazard of the stage. The Committee AGREED that there is a general risk connected with the use of the stage but that all Users Groups are aware of the possible fall hazards associated with using a stage. The Committee noted that the edge of the stage is clearly marked out in white.

257.3 **Main/Small Hall Curtain:** the rail has been fixed.

257.4 **Drainage:** quotes for the project have been requested from the Architect for discussion at the next Finance Meeting on 27 February.

257.5 **Anti-climb paint**: reapplication of the paint will take place when the weather is drier.

257.6 **Exterior lights:** all were made safe but one has since been damaged. An estimate has been requested from an electrician to remove the old ones and install three new ones. Two of the lights will be caged. The work will hopefully be carried out in the first week of the Easter holidays.

257.7 **Notice boards:** the Committee Vice Chair had looked at the different types of notice boards available. The boards vary greatly in price - approximately £600 for a wooden one and £250 plus for a metal one. The Committee Vice Chair and Clerk had discussed installing just one large notice board for joint use by the Parish Council and Village Centre to reduce costs.

257.8 The Village Centre Manager left the meeting at this point.

257.9 **Gable end grouting:** the Committee Vice Chair will carry out the repairs when the weather has improved.

257.10 **Adjoining Grounds Maintenance:** The UG Chair was informed that this area comes under the remit of the Environment Committee and the issues raised in the UG reports will be brought before the Environment Committee for discussion.

258. TANGMERE CELEBRATION 2007

258.1 The Parish Council is prepared to book the Spirit FM roadshow for the event at a cost of £700 plus VAT to raise the events profile – the organisers have asked Covers to sponsor the roadshow. All funds raised on the day will go towards St Richards Cancer Day Unit appeal. Carte Blanche will be asked to print the souvenir programme. A fire engine will attend the event and demonstrate how emergency cutters are used in road accidents. The Committee Vice Chair is to liase with the TC07 representative regarding provision of an old car from a rally driving company for the fire brigade display. The Chairman will write to the head of WSCC to inform him of the event. The Publicity Officer for the Cancer Unit has offered his services. The catering will be the responsibility of Janet Haneman and Spirit FM will require access to a power source.

259. SUNDAY FOOTBALL TEAM'S USE OF CENTRE FACILITIES

259.1 A letter had been received from the Sunday Football Team's secretary asking the Parish Council to reconsider its decision to withdraw the use of the Village Centre's facilities from the team.

259.2 After discussion, the Committee AGREED to stand by its original decision to ban the football team from using the Centre's facilities.

259.3 The Committee noted that the Saturday football team had not booked any fixtures for February and had not played a match since early January. The Clerk has contacted the club's secretary asking for confirmation of fixtures and payment of the last invoice.

260. FIRE RISK ASSESSMENT REPORT

260.1 The Chairman had used a template report that had been drawn up by Virgin Vie for its fire risk assessment. He had carried out a walk through check with the Committee Vice Chair and no specific risks or issues had been noted. No Smoking signs should be installed in line with the new law coming into effect on 1 July 2007. User Groups should carry out six-monthly fire

drills. A book outlining the fire drill procedure should be made available and all fire alarm batteries should be checked on a regular basis.

260.2 The Assessment Report was passed to the UG Chairman for review and it will be brought before the next meeting for approval.

261. PROPOSED MEETING SCHEDULE FOR 2007/08

261. The Committee noted the proposed schedule and that the August meeting will take place on the first Tuesday of the month rather than the second one as the Clerk will be on holiday. The schedule will come before the Parish Council meeting in May for approval.

262. REQUEST TO PAINT THE STAGE FLOOR

262.1 The organiser of a musical quiz evening taking place on 3rd March had contacted the Clerk to request permission to paint the flooring of the stage as it was looking very worn. The Committee noted that the floor had recently received a coat of paint. The Committee Vice Chair will liase with the organiser regarding the matter.

263. ANY OTHER MATTERS FOR INFORMATION

263.1 A resident had contacted the Chairman stating that more User Groups would use the Parish Council website if they could upload their own material. A local web designer had reviewed the website and had highlighted areas that need improvement. As the Clerk has now been trained to upload basic information, User Groups should contact her with any new material for the website. The meeting noted that the Parish Council is legally responsible for the content of its site and therefore has to limit uploading access.

Date of next meeting: 10 April 2007