

TANGMERE PARISH COUNCIL



Clerk to the Council

Louise Steele
Tangmere Village Centre
Malcolm Road
Tangmere PO20 2HS
0203 904 0980
clerk@tangmere-online.co.uk

MEMBERS OF THE VILLAGE CENTRE COMMITTEE
ARE HEREBY INVITED TO A MEETING OF THE COMMITTEE TO BE HELD AT
7.30PM ON TUESDAY 29 JANUARY 2019 IN THE COMMITTEE ROOM,
TANGMERE VILLAGE CENTRE, MALCOLM ROAD, TANGMERE.

ALL MEMBERS OF THE PUBLIC HAVE A RIGHT, AND ARE WELCOME, TO ATTEND.

Louise Steele - Parish Clerk

AGENDA

1. Apologies

To receive apologies for absence

2. Declarations of Interest

To receive from Members any declarations of disclosable pecuniary and non-pecuniary interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Tangmere Members' Code of Conduct.

3. Public participation

Members of the public present may make representations or raise questions on issues included on the agenda. This session to be conducted in accordance with Standing Order 3 e to 3 k.

4. Minutes

To approve as an accurate record the minutes of the meeting held on 27 November 2018

5. Action Points

To note the action points from previous meetings and to hear updates on progress against those action points (summary of Action Points to be tabled at the meeting)

6. To receive reports from

- a) Management Team
- b) User Group

7. Finance

To receive and approve the bank reconciliation to 31 December 2018 (attached); to consider the financial reports to 31 December 2018 and to note an update about debtors: All reports to be tabled at the meeting.

8. Projects

To receive brief updates on the following ongoing projects:

- a) Tarmacing of the Village Centre car park
- b) Youth Hall works
- c) Village Centre entrance (S106 application attached for info)
- d) Accessible toilet
- e) Village cafe
- f) Stage sound, lighting and projection

9. Other matters for information only

10. Date of next meeting

Tuesday 26 March 2019

TANGMERE PARISH COUNCIL



Minutes of the Village Centre Committee Meeting held at 7.30pm on 27 November 2018 in the Committee Room

Present:

Councillors- Roger Birkett (Chairman), Andrew Irwin, Simon Oakley, and Trevor Ware

In attendance:

Louise Steele – Clerk to the Council

Judy Simnett – VC User Group

One member of the public

198	AGENDA ITEM 1 - APOLOGIES FOR ABSENCE Apologies were received from Cllr Lanchester	
199	AGENDA ITEM 2 - DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA. Cllr Oakley declared non pecuniary interests, in general terms, as a member of Chichester District Council and as a member of West Sussex County Council. Cllr Ware declared a non pecuniary interest in any matters relating to the Youth Club.	
200	AGENDA ITEM 3 – PUBLIC PARTICIPATION Chris Cook from Sussex Clubs for Young People attended to explain the SCYP proposal to provide/train youth workers for the Youth Club. Mr Cook answered Members' questions and agreed to send the Clerk a detailed proposal for the provision of a youth worker and a youth support worker for a weekly session for a year. Members also discussed the need to review governance arrangements for the Youth Club.	
201	AGENDA ITEM 4 - MINUTES Councillor Oakley requested an amendment to minute 149 on the grounds that as written the minutes were not accurate. The required amendment was made in manuscript and the amended minutes of the meeting held on 2 October 2018 were approved as an accurate record and signed as such by the Chairman.	
202	AGENDA ITEM 5 – ACTION POINTS Members noted the progress against action points from previous meetings but made no comment as these were each addressed elsewhere on the agenda.	
203	AGENDA ITEM 6 – TO RECEIVE REPORTS FROM	
203.a	MANAGEMENT TEAM Received. See Appendix 1	
203.b	USER GROUP Meeting notes of the User Group meeting held on 5 September 2018 were received. See Appendix 2	

204	<p>AGENDA ITEM 7 - FINANCE</p> <p>Members received and approved the bank reconciliations for the Village Centre bank accounts noting that the bank balances as at the 31 October 2018 were:</p> <table border="0"> <tr> <td>VC Business Reserve Account</td> <td style="text-align: right;">£19,206.90</td> </tr> <tr> <td>VC Current Account</td> <td style="text-align: right;">£733.54</td> </tr> </table> <p>Members considered expenditure and income on a monthly basis to 31 October 2018 and information relating to outstanding debtors. It was noted that both expenditure and income were within budget and performance looked satisfactory at this point in the financial year.</p>	VC Business Reserve Account	£19,206.90	VC Current Account	£733.54	
VC Business Reserve Account	£19,206.90					
VC Current Account	£733.54					
205	<p>AGENDA ITEM 8 – TANGMERE DENTAL CARE LTD - SIGNAGE</p> <p>Members considered a request from Tangmere Dental Care Ltd about additional signage and agreed to the placing of a sign at the entrance to the car park provided that the sign is manufactured exactly as shown in the proposal.</p>					
206	<p>AGENDA ITEM 9 – PROJECTS</p> <p>Members received brief updates on the following ongoing projects:</p> <ul style="list-style-type: none"> a) Tarmacking of the Village Centre car park - the Clerk has still to submit a planning application b) Youth Hall works – this work is yet to be scheduled c) Village Centre entrance – S106 has been applied for and granted the Clerk to contact Axis d) Accessible toilet – Councillor Birkett to supervise the installation of a moveable arm. e) Village café – the surplus to date has been banked f) Stage sound, lighting and projection – S106 has been granted to fund that part of the project not covered by New Homes Bonus. <p>AP 63 Instruct Axis re the replacement of the Village Centre entrance doors</p> <p>AP 64 Replace the arm in the accessible toilet with a moveable arm</p>	<p>Clerk</p> <p>RB</p>				
207	<p>AGENDA ITEM 10 - OTHER MATTERS FOR INFORMATION ONLY</p> <p>Cllr Oakley reiterated that a new mower and pitch cover would be required for the cricket pitch. Councillor Ware gave an update on the lighting of the Christmas Tree on Sunday 2 December. The Clerk informed the meeting that she had instructed Labosport to undertake a risk assessment of the cricket pitch.</p>					

Date of next meeting: 29 January 2019

Chairman:

Date:

APPENDIX 1

Management Report : (27/11/2018)

1. Heating problems solved, boiler repaired.
2. Boiler servicing booked in.
3. Foyer ceiling to be decorated from boiler leak.
4. Broken Fire Door blinds to be replaced.
5. Muga court lines to be repainted when weather permits.
6. Folding chairs in wheeled racks have been suggested for the Main Hall.
7. Container and concrete base removed from VC car park area.
8. User Group issues to be addressed.

RB

DRAFT

APPENDIX 2

Tangmere Village Centre User Group
5th September 2018

Tangmere Village Centre User Group
14th November 2018

Present: Judy Simnett (chair), Fiona Jackman, Roger Birkett, Jenny Strotton, Lorna Brown, Jo Irwin

Apologies: None

Matters arising from September user group:

- Disabled access – front entrance to be made wheelchair friendly, possibly just after Christmas.
- Disabled toilet arms and raised seat in hand.

Matters arising from October VC meeting:

- Youth hall floor in need of attention, quotes being obtained.

Village centre defects:

- Boiler leaking hopefully to be sorted by weekend.
- Blinds still need attention.

A.O.B.

- Audio visual upgrade ongoing, funding secured possibly for March.
- Tennis court to be relined
- Tarmacking of car park going forward. Signs needed for disabled spaces.
- Drop down loft ladder needed.
- New chairs requested in main hall

Next meeting 23rd January 2019

**Bank Reconciliation Statement as at 07/01/2019
for Cashbook 2 - VC Current/Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
RBS VC Business Reserve Acct	31/12/2018		18,113.22
RBS VC Current Account	31/12/2018		534.08
			<u>18,647.30</u>
<u>Unpresented Cheques (Minus)</u>			
		<u>Amount</u>	
06/02/2018 001970 Mrs Katerina Middleton		30.00	
13/12/2018 002103 Johanna Irwin		138.22	
			<u>168.22</u>
			18,479.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			18,479.08
		Balance per Cash Book is :-	18,479.08
		Difference is :-	0.00