

TANGMERE PARISH COUNCIL



Clerk to the Council

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MEMBERS OF THE VILLAGE CENTRE COMMITTEE
ARE HEREBY INVITED TO A MEETING OF THE COMMITTEE TO BE HELD AT
7.30PM ON TUESDAY 8 OCTOBER 2019 IN THE COMMITTEE ROOM,
TANGMERE VILLAGE CENTRE, MALCOLM ROAD, TANGMERE.

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

3 October 2019



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 30 July 2019

5. Action Points

To note that there is just one action point outstanding for this Committee – it is AP05 “Review the “Saints Land” – check the Parish Council’s restrictive covenant on the land and whether it is possible to enter into a six-month rolling lease” and the Clerk will give an oral update on progress on this action point.

6. To receive reports from

- a) Management Team
- b) User Group (Minutes of the User Group meeting held on 11 September 2019 circulated with this agenda)

7. Finance

To receive and approve the bank reconciliation to 30 September 2019; to consider the financial reports for the current year to 30 September 2019 and to note an update about debtors: The bank reconciliation is circulated with this agenda but all other reports to be tabled at the meeting.

8. Compliance – Health & Safety

The compliance documentation and records of health and safety checks will be on the table at the meeting for Members to inspect; the Clerk will report orally on any matters arising.

9. Naming and Signage of the Youth Hall

To consider the name and signage of the Youth Hall

10. Projects

To consider the development of future projects:

- a) External water bottle refill fountain
- b) Brick paving of the front area

To receive brief updates on the following ongoing projects:

- a) Accessible toilet
- b) Village café
- c) Loft ladder
- d) The “Saints” land

11. Other matters for information only

12. Date of next meeting

Tuesday 26 November 2019

TANGMERE PARISH COUNCIL



Minutes of the Village Centre Committee Meeting held at 7.30pm on 30 July 2019 in the Committee Room

Present:

Councillors- Roger Birkett (Chairman), Rebecca Hilton, Andrew Irwin, Kirsten Lanchester and Simon Oakley

In attendance:

Louise Steele – Clerk to the Council
Judy Simnett – Users' Group

98	AGENDA ITEM 1 - APOLOGIES Apologies were received from Cllr Ware.	
99	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 general terms, because of his involvement with the Tangmere Youth Club	
100	AGENDA ITEM 3 – PUBLIC PARTICIPATION There were no members of the public present and no public participation session.	
101	AGENDA ITEM 4 - MINUTES The minutes of the meeting held on 4 June 2019 were approved as an accurate record and signed as such by the Chairman.	
101	AGENDA ITEM 5 – ACTION POINTS Members noted that there was only one action point AP 05(19) “Review the “Saints Land” – check the Parish Council’s restrictive covenant on the land and whether it is possible to enter into a six-month rolling lease.” And that this action remained outstanding.	
102	AGENDA ITEM 6 – TO RECEIVE REPORTS FROM	
102.a	MANAGEMENT TEAM Received. See Appendix 1.	
102.b	USER GROUP Meeting notes of the User Group meeting held on 3 July 2019 were received. See Appendix 2.	
103	AGENDA ITEM 7 - FINANCE Members received and approved the bank reconciliations for the Village Centre bank accounts noting that the bank balances as at the 30 June 2019 were: VC Business Reserve Account £16,932.55 VC Current Account £928.95 Members considered expenditure and income on a monthly basis to 30 June 2019 and	

	information relating to outstanding debtors. It was noted that both expenditure and income were within budget and there was a satisfactory excess of income over expenditure. It was noted that there were few outstanding invoices.	
104	AGENDA ITEM 8 – UPDATE RE REGULAR USERS The Clerk reported that the Pre-school Nursery would not be returning after the school summer holidays. The Committee considered the negative impact of this on the Village Centre’s income but expressed the hope that in due course another nursery might wish to use the premises.	
105	AGENDA ITEM 9 – COMPLIANCE - HEALTH & SAFETY The Committee noted that the compliance work undertaken by the parish council’s consultant had been received. The Clerk reported that regular safety checks were being undertaken by the Parish Administrator (and in her absence by the Clerk). The compliance documentation was on the table for Members to inspect.	
106	AGENDA ITEM 10 – REQUEST FROM THE TANGMERE DENTAL CENTRE Members considered a request from the Tangmere Dental Centre for the siting of waste storage and agreed that the second option being the siting of a steel shed to enclose bins to the right of the Dental Centre’s front door in the corner of the join between the two buildings just far enough from the wall to allow access to the electrical cupboard. Members specified that in addition to anti-climb paint on the top of the shed there should be anti-climb paint on the eaves above as well. The Dental Centre to be asked to pay £50 a year.	
107	AGENDA ITEM 11 – PROJECTS Members received brief updates on the following ongoing projects: a) Youth Hall works – almost finished – water & waste supply (& external water fountain to be resolved) b) Accessible toilet – Cllr Birkett to resolve c) Village café (linked to a) above) d) Loft ladder – order to be placed e) The “Saints” land – transfer to Environment Committee	
108	AGENDA ITEM 12 - OTHER MATTERS FOR INFORMATION ONLY Cllr Irwin circulated a letter he had received about the use of the recreation field for cricket and asked that the Clerk draft a reply on the Council’s behalf.	

Date of next meeting: 8 October 2019

Chairman:

Date:

VC MANAGEMENT REPORT :

1. New blinds ordered for Fire Doors (3)
2. Tennis court lines to be re painted.
3. Camera Club request for 1/2 display boards in the hallway to Main Hall.
4. Youth Hub signage to be displayed.
5. Loft ladder to be progressed.
6. Players to research replacement carpet for the stage.
7. Now that the Main Hall multi media project is complete we will be monitoring the sound insulation between the two halls closely and action as necessary.
8. The playgroup will not be returning in September.
9. Request to repaint VC disabled parking bays.

RB

DRAFT

Tangmere Village Centre User Group
3rd July 2019

Present: Judy Simnett (chair), Fiona Jackman, Lorna Brown, Jo Irwin

Apologies: Roger Birkett, Flower club

Election of officers: Judy and Fiona will continue

Matters arising from May user group: Loft ladder agreed not yet installed.

Multimedia system now in use.

Youth hall complete.

Leaks resolved

Matters arising from June VC meeting: Car park deferred – suggested that if not being resurfaced disabled parking needs remarking with signs in front of spaces. More disabled bays needed. A hard path to small hall entrance would help wheelchair users and people with push chairs.

Entrance door could do with sign giving instructions for use.

Defects: Blind an ongoing issue

AOB. Stage caret needs replacing. Players would like to investigate options.

Sound insulation between halls needs revisiting now new sound system in use.

Tennis club report lines on MUGA need repainting

Next meeting Wed. Sept 11th

Tangmere Village Centre User Group

11th September 2019

Present: Judy Simnett (chair), Lorna Brown, Fiona Jackman, Jo Irwin, Janet Cooper

Apologies: Roger Birkett, Sue Saunders

Matters arising from July User Group: Arrangements being made to repaint lines on disabled parking bays.

Stage carpet still being looked at, a temporary solution is possible.

Sound insulating- a quote is being obtained for new fire doors and shield for kitchen shutters.

Matters arising from VC meeting: youth Hub signage to be displayed

Pre-school not returning to small hall

Village Centre Defects: leaks

Guttering dripping

Gullies between buildings need attention

AOB: Suggested that a new notice board is needed in foyer to make room for promoting village activities. ? On wall facing door.

Terms of reference for group to be looked at at next meeting.

Winter fair 30th November to link with lighting of Christmas tree.

Group activities: Pantomime 6th 7th December

Next meeting November 20th 2019

**Bank Reconciliation Statement as at 02/10/2019
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	30/09/2019		15,941.46
RBS VC Current Account	30/09/2019		543.74
			<hr/> 16,485.20
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
24/09/2019 002172 Elite Fire Limited		198.00	
24/09/2019 002173 Roger Birkett		191.30	
			<hr/> 389.30
			16,095.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			16,095.90
		Balance per Cash Book is :-	16,095.90
		Difference is :-	0.00