

TANGMERE PARISH COUNCIL



Minutes of the Village Centre Committee Meeting held at 7.30pm on 26 November 2019 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 – Users' Group

203	<p>AGENDA ITEM 1 - APOLOGIES Apologies were received from Cllrs Beach, Hilton and Lanchester.</p>					
204	<p>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.</p>					
205	<p>AGENDA ITEM 3 – PUBLIC PARTICIPATION There were no members of the public present and no public participation session.</p>					
206	<p>AGENDA ITEM 4 - MINUTES The minutes of the meeting held on 8 October 2019 were approved as an accurate record and signed as such by the Chairman.</p>					
207	<p>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”. There was some discussion of this point and the terms of the Clerk’s letter to the landowner were agreed.</p>					
208	<p>AGENDA ITEM 6 – TO RECEIVE REPORTS FROM</p> <p>MANAGEMENT TEAM Received. See Appendix 1.</p> <p>USER GROUP Meeting notes of the User Group meeting held on 20 November 2019 ere received. See Appendix 2.</p>					
209	<p>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 31 October 2019 were:</p> <table data-bbox="213 1733 866 1800"> <tr> <td>VC Business Reserve Account</td> <td>£15,144.12</td> </tr> <tr> <td>VC Current Account</td> <td>£598.13</td> </tr> </table> <p>Members considered expenditure and income to 31 October 2019 and information relating to outstanding debtors. It was noted that the loss of the regular income from the closed pre-school group income was having an impact on the budget position, and that expenditure was exceeding the budget. The Clerk reported that she had made a claim via Money Claim Online against one debtor who had not responded to any request to clear the sum outstanding.</p>	VC Business Reserve Account	£15,144.12	VC Current Account	£598.13	
VC Business Reserve Account	£15,144.12					
VC Current Account	£598.13					

210	<p>AGENDA ITEM 8 – COMPLIANCE – HEALTH & SAFETY The Committee noted that weekly safety checks were being completed and that these were available for inspection. There was some discussion of the fact that responsibility for health and safety rested with everyone.</p>	
211	<p>AGENDA ITEM 9 – PROJECTS Members considered the projects as listed below and received updates as indicated:</p> <ul style="list-style-type: none"> a) External water bottle refill fountain b) Brick paving of the front area –power-washing to take place in the spring c) Accessible toilet – project complete d) Village café – no further update e) Loft ladder – Ladder ordered f) The “Saints” land – discussed above at Minute 207 	
212	<p>AGENDA ITEM 10 - OTHER MATTERS FOR INFORMATION ONLY The Clerk raised the matter of letting the Committee Room during the working week. There is one user (once every two months on a Thursday morning) who is prepared to use the Youth Hall if the charge to them for that hall could be the same as the charge for the Committee Room. The Clerk observed that she was contemplating exercising her delegated authority, in consultation with the Committee Chairman to make the charge the same for that user.</p>	

Date of next meeting: 28 January 2020

Chairman:

Date:

VC MANAGEMENT REPORT (26/11/19):

1. Both glazed panels on the VC front door replaced after ASB incidents.
2. Boiler repair and service done. Main Hall thermostat replaced.
3. Car park potholes need addressing.
4. Disabled car park bays and Muga court lines chased up.
5. Lead gully at front of VC replaced. The gullies at rear of building are okay.
6. Quote to insulate Hub ceiling to be sorted.
7. Youth Club gathering momentum.
8. Loft ladder to be fitted by supplier.
9. Replacement hand dryer fitted in disabled toilet.
10. Kitchen deep clean booked.
11. VC committee representation at UG meetings needs to improve.
12. Decision on disabled toilet pan already made.
13. Steam cleaning and levelling of VC slabs in hand.
14. Other UG points noted.

Tangmere Village Centre User Group

Wednesday 20th November 2019

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

Apologies: Roger Birkett

Matters arising from September User group: Loft ladder ordered, someone to install needed.

Car park proposal has been noted

Stage flooring 2 quotes obtained so far.

Noticeboards in centre being considered

Matters arising from last VC committee: Water fountains to be developed.

Paving to be power cleaned

Sound proofing-further quotes needed

Accessible toilet needs a higher pan. Hand drier not working properly

Village Centre Defects: Kitchen needs a deep clean

Any other business Youth club doing well

Children's cinema went well. Further event planned. Licence does not allow advertising so will be run as cinema club-details in Tangmere News.

2 tables went missing after summer fair need returning or replacing.

Another chair stacker of the type which fits under seat would be helpful.

Terms of reference for user group looked at and updated: revised copy attached

TANGMERE VILLAGE CENTRE USER GROUP DRAFT TERMS OF REFERENCE – AMENDED NOVEMBER 2019

The following Terms of Reference for Tangmere Village Centre User Group are aimed at formatting the structure of the Group so as to provide an established status when dealing with other bodies (eg. Tangmere Parish Council).

The Group's objects are:

- a) To provide a forum for discussion and represent Member Groups in any matters relating to Tangmere Village Centre and Tangmere's Malcolm oad Recreation Field and any associated facilities (hereafter known as "the facilities")
- b) To assist and monitor Tangmere Parish Council in the proper execution and management and maintenance of the Facilities.
- c) User Group Chair/Vice Chair will represent the User Group at Village Centre Committee Meetings but have no voting rights (in accordance with Standing Orders)

Membership shall be open to any group that:

- a) Is a bona fide Voluntary Group made up of local residents and others from elsewhere who hire the premises at least 6 times a year.
- b) Non voluntary hirers who regularly use the Centre on a weekly, monthly basis or at least 6 times a year.

Officers:

There will be two Officers (option to elect Vice if needed) with primary roles as follows:

- a) Chair – to chair Group Meetings and represent it at meetings of any other body as required (Vice to attend if chair unavailable.
- b) Secretary – to take and publish minutes of Group Meetings and maintain membership list.

Both positions will be subject to annual election at Group's July Meeting. Election will be by a simple majority of those representative present.

The Group will have no funds of its own.