TANGMERE PARISH COUNCIL

Minutes of the Village Centre Committee Meeting held at 7.30pm on 31 July 2018 in the Committee Room

Present:
Councillors- Roger Birkett (Chairman), Andrew Irwin, Kirsten Lanchester, Simon Oakley

In attendance:
Louise Steele – Locum Clerk to the Council
Judy Simnett – VC User Group

88	**AGENDA ITEM 1 - APOLOGIES FOR ABSENCE** No apologies for absence had been received.	
89	**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.	
90	**AGENDA ITEM 3 – PUBLIC PARTICIPATION** There was none.	
91	**AGENDA ITEM 4 - MINUTES** The minutes of the meeting held on 5 June 2018 were approved as an accurate record and signed as such by the Chairman.	
92	**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.	
93 **93.a**	**AGENDA ITEM 6 – TO RECEIVE REPORTS FROM** **MANAGEMENT TEAM** Received. See Appendix 1 It was agreed that the Locum Clerk would review the Fire Service letter and come back to the next meeting of this Committee with her advice on whether there is anything TPC should do differently. **AP 34** Locum Clerk to review Fire Service letter The Committee resolved that, on a balance of risk – the Village Centre being a single storey low risk building that the alarm control panel would not be relocated. **AP 35** The Locum Clerk to explore lottery funding for an upgrade to the front entrance and accessible toilet. **AP 36** The Locum Clerk also to research the building control regulations for the provision on an accessible toilet in a new build property.	**Clerk** **Clerk** **Clerk**

93.b	**USER GROUP** Meeting notes of the User Group meeting held on 18 July 2018 were received. See Appendix 2	
94	**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 July 2018 were: VC Business Reserve Account £19,601.29 VC Current Account £643.67 Members examined further financial information relating to the VC accounts. This time the information was a combination of reports generated by RBS Omega software and a spreadsheet showing expenditure and income on a monthly basis. Members expressed their satisfaction with the information provided and with the current financial performance of the Village Centre. Members also discussed detailed information relating to outstanding debtors. It was agreed that at the current time there was no cause for concern.	
95	**AGENDA ITEM 8 – HEALTH AND SAFETY MATTERS** The fire safety inspection had been discussed under agenda item 6 (Minute 93a-18 above refers).	
96	**AGENDA ITEM 9 –PROJECTS** The following ongoing projects were discussed: a) Tarmacing of the Village Centre car park – this project is progressing and planning advice has been sought from CDC; the percolation test resultsd form 2000 & 2006 might be required. b) Replacement of the Village Centre front doors – this project was discussed under agenda item 6 (Minute 93a-18 above refers). c) Village Fete (16 September 2018), Cllr Ware is leading this project and in his absence there was no further discussion save to record that it will be advertised on the back page of the August/September edition of the Tangmere News d) Village café – the last pop-up café was cancelled, the next will be held on the day of the Village Fete e) Stage sound, lighting and projection – an application for New Homes Bonus to part fund this project has been made. There was some discussion of how to find an independent project manager. f) Emptying of container – papers in the filing cabinet need to be shredded as confidential waste.	
97	**AGENDA ITEM 10 – OTHER MATTERS FOR INFORMATION ONLY** Cllr Oakley reported that he would be incurring expenditure of £330-£380 on loam, seed and fertiliser for the cricket square.	

Date of next meeting: 2 October 2018

Chairman: ……

Date: ……

APPENDIX 1

VC Management Report 31/07/18

1. Kitchen roller shutter brushes fitted.
2. Main Hall decorating / Dado rail / Stage trim will be done in the summer recess.
3. Ceiling hooks fitted in Small Hall.
4. Fire Service inspection completed satisfactorily.
5. PA Fire Systems to do essential works as per their recommendation next week. Movement of alarm control panel ?
6. A wheelchair friendly VC Front Entrance and Disabled Toilet upgrade via Big Lottery Funding to be explored by the Clerk.
7. Ultimate Fitness to store their matts in stage stairwell cupboard on a trial basis.
8. Inset blinds on Fire Doors proving to be problematic, might need replacing at some point.
9. Bookings to be displayed in Foyer.
10. Youth Hall floor sanding and staining needs progressing.

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APPENDIX 2

Tangmere Village Centre User Group AGM
18th July 2018

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

Confirmation of Officers: Judy and Fiona agreed to continue as chair and secretary.

Matters arising from June VC meeting: Brushes ready for fitting to kitchen shutters.

Quotes being obtained to sand and stain floor in youth hall

Disabled toilet bar being removed. Suitability being assessed

Tarmacking of car park going ahead.

Quotes for updating stage sound and lighting being obtained.
Camera club have specific needs and are keen to be involved in discussions.

Last pop up café cancelled.

Painting of hall ongoing

Container ongoing.

Village Centre Defects: Stage squeaky

Blinds need inspecting

Group activities: Camera club exhibition Chichester August

AOB. Request to have list of bookings displayed in foyer

Next meeting: September 5th/12th tbc