TANGMERE PARISH COUNCIL

Minutes of the Village Centre Committee Meeting held at 7.30pm on 4 June 2019 in the Committee Room

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

In attendance:
Louise Steele – Clerk to the Council

41	**AGENDA ITEM 1 – ELECTION OF COMMITTEE CHAIRMAN** Upon the nomination of Cllr Lanchester, seconded by Cllr Ware, Cllr Birkett was elected as Chairman of the Committee	
42	**AGENDA ITEM 2 – ELECTION OF COMMITTEE VICE-CHAIRMAN** There were no nominations for Vice-Chairman and the Committee decided that a Vice-Chairman was unnecessary.	
43	**AGENDA ITEM 3** No apologies were received**.**	
44	**AGENDA ITEM 4 - 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	
45	**AGENDA ITEM 5 – PUBLIC PARTICIPATION** There were no members of the public present and no public participation session. .	
46	**AGENDA ITEM 6 - MINUTES** Cllr Ware asked for an update on minute 301-18 enquiring specifically, why, when the Committee had indicated it was receptive to taking the booking of the Stay & Play café, the café had been unable to secure that booking and had gone elsewhere. The Clerk reported her understanding that there had been confusion about the rate to be charged and that a lower rate had been initially quoted in error. Cllr Ware raised some other questions about process and correspondence relating to the booking and the Clerk was asked to review the matter. The minutes of the meeting held on 26 March 2019 were approved as an accurate record and signed as such by the Chairman.	
47	**AGENDA ITEM 7 – 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.	
48	**AGENDA ITEM 8 – TO RECEIVE REPORTS FROM**	

48.a **48.b**	**MANAGEMENT TEAM** Received. See Appendix 1. **USER GROUP** Meeting notes of the User Group meeting held on 1 May 2019 were received. See Appendix 2.	
49	**AGENDA ITEM 9 - FINANCE** Members received and approved the bank reconciliations for the Village Centre bank accounts noting that the bank balances as at the 31 May 2019 were: VC Business Reserve Account £20,529.57 VC Current Account £740.96 Members considered expenditure and income on a monthly basis to 31 May 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.	
50	**AGENDA ITEM 10 – COMPLIANCE - HEALTH & SAFETY** The Committee noted that a consultant had been employed to undertake some compliance work but that it had not proved possible to arrange hand over of t he documentation in advance of the meeting.	
51	**AGENDA ITEM 11 – PROJECTS** Members received brief updates on the following ongoing projects: a) Resurfacing of the Village Centre car park - project deferred until the after the masterplanning process; b) Youth Hall works – redecoration and refurbishment largely complete c) Village Centre entrance – project complete d) Accessible toilet – adjustable arm fitted e) Village café f) Stage sound, lighting and projection – project complete	
52	**AGENDA ITEM 12 - OTHER MATTERS FOR INFORMATION ONLY** Potential projects for New Homes Bonus 2019 were identified to be discussed at Finance Committee. The possibility of being permitted to maintain the “Saints land” immediately adjacent to the Village Centre car park was discussed and it was suggested that the Clerk should review the “Saints Land” – check the Parish Council’s restrictive covenant on the land and research whether it is possible to enter into a six-month rolling lease. The matter to be added to an appropriate agenda before any decision is made.(**AP 5**).	

Date of next meeting: 30 July 2019

Chairman: ……

Date: ……

APPENDIX 1

VC MANAGEMENT REPORT :

1. Multimedia project completed.
2. Youth Hall decorated.
3. Several kitchen units purchased for pop up cafe to be used on a portable basis in the Youth Hall.
4. Floor in Youth Hall refurbished.
5. Foyer > Main Hall connecting passageway floor likewise.
7. Goal posts taken down.
6. Blinds still not replaced.
7. Fish / Chip van starting 10/6/19.
8. Foyer notice board to be used for VC and community matters only and not for other business users to advertise.
9. VC external notice boards to be converted from pins to magnets in due course.
10. User Group issues noted.

RB

APPENDIX 2

Tangmere Village Centre User Group
1st May 2019

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

Apologies: Jo Irwin

Matters arising from User Group: Disabled toilet – arm installed, toilet still awaited.

Loft ladder needed as boiler needs checking on weekly basis

Multimedia system installed. Demonstration to interested groups Tues May 14th 7pm

Youth hall waiting time to do floor

Blinds an ongoing problem

Leaks resolved

Matters from VC meeting: Minutes not available

Village Centre Defects: Nil to report

AOB: Noted that booking system is greatly improved.

Group events: Players production May, WI quiz May

Next meeting July 3rd