

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 12 OCTOBER 2021 AT,
TANGMERE VILLAGE CENTRE, MALCOLM ROAD, TANGMERE

7 October 2021

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 10 August 2021 (circulated with this agenda).

5. Action Points

To note the action points from previous meetings and to hear updates on progress against those action points.

6. To receive reports from

- a) Management Team (to be tabled at the meeting)
- b) User Group (attached)

7. Finance

To receive and approve the bank reconciliation to 31 September 2021 (circulated with this agenda) and to consider the financial reports for the current year to 31 September 2021 (circulated with this agenda).

8. Action under Clerk's Delegated Authority

To note that a new cleaning contractor has been appointed.

9. Village Centre Heating System

To consider the opportunities offered by the Phase 3 Public Sector Decarbonisation Scheme (email forwarded by Andrea Smith from Chichester District Council circulated with this agenda).

10. Queries about use of the Village Centre

To receive an oral report from the Clerk about queries received relating to the use of the Village Centre as a nursery and complaints about the level of charges.

11. Other matters for information only

12. Date of next meeting

Tuesday 7 December 2021

TANGMERE PARISH COUNCIL



Minutes of the Village Centre Committee Meeting held at 7.30pm on 10 August 2021 at the Village Centre, Malcolm Road, Tangmere PO20 2HS

Present:

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

In attendance:

Cllr Kate Beach

Judy Simnett – Users' Group

Louise Steele – Clerk to the Council

Four members of the public (two adults and two young people from the Tangmere Youth Club)

081	AGENDA ITEM 1 - APOLOGIES There were no apologies for absence all members of the Committee being present.	
082	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 Irwin declared an interest in Agenda Item 9 on the grounds his daughter works for the company that has quoted, Cllr Irwin left the room when that agenda item was discussed	
083	AGENDA ITEM 3 – PUBLIC PARTICIPATION The members of the public present spoke presenting the results of on-line consultation with members of the Youth Club. The young people present were encouraged to speak and explain the wish for a light switch for the Multi Use Games Area and for a foodbank/pantry. The committee undertook to keep the young people informed about progress on these items. Cllr Beach raised the question of the muddiness underfoot of some of the benches on the Recreation Field and the Chairman undertook to look at all benches on the Recreation Field and see what could be done to address the problem.	
084	AGENDA ITEM 4 - MINUTES The minutes of the meeting held on 8 June 2021 were approved as an accurate record and signed as such by the Chairman. A question was raised about the Village Centre charges (Minute 042 refers) and whether the Committee had agreed to the increase of the hourly rate for regular users of the main hall from £12.50 an hour to £14 an hour. A subsidiary question was raised about whether the users had been informed of the increase [<i>subsequent enquiry indicated that they had been</i>]. It was pointed out that, procedurally speaking, the Committee had agreed the increase, though doubt remained, since the increase had not been highlighted, whether Members understood that was what they had agreed to. It was agreed that this matter should be raised again when these minutes were received by Full Council.	

085	<p>AGENDA ITEM 5 – ACTION POINTS The Chairman was asked when reinforcement of the pedestrian access points to the Recreation Field through the bund would be complete. The Chairman reassured the meeting that the matter was in hand.</p>	
086	<p>AGENDA ITEM 6 – TO RECEIVE REPORTS FROM</p> <p>MANAGEMENT TEAM Cllr Birkett gave a brief oral update.</p> <p>USER GROUP The minutes of the User Group meeting held on 14 July 2021 were received.</p>	
087	<p>AGENDA ITEM 7 - FINANCE Members received and approved the bank reconciliation to 31 July 2021 and considered a report of income and expenditure to the 31 July 2021. It was noted that the outstanding sum that had caused concern at the last meeting of the Committee had been paid in full.</p>	
088	<p>AGENDA ITEM 8 – REOPENING THE VILLAGE CENTRE Members considered the reopening of the centre and agreed that this Committee would not impose any restrictions (re Covid-19) on users additional to those required by law. All user groups to be advised to undertake their own risk assessments and run their activities accordingly. All advisory signage, and all hand sanitiser etc will remain in place, all mandatory signage will be removed.</p>	
089	<p>AGENDA ITEM 9 – RESURFACING THE VILLAGE CENTRE CAR PARK Members considered a proposal from a company to supervise a contract for resurfacing the Village Centre car park. Members agreed to take at least two other competitive quotes for contract supervision with a view to reaching a decision at Full Council in November.</p>	
090	<p>AGENDA ITEM 10 – OTHER MATTERS FOR INFORMATION ONLY Cllr Oakley raised the issue of the tipping of grass cuttings at the northwest corner of the Recreation Field – there was some discussion of ways of addressing this.</p>	

Date of next meeting: 12 October 2021

Chairman:

Date:

Tangmere Village Centre User Group

September 15th 2021

Minutes

Present: Judy Simnett (chair), Fiona Jackman, Jo Irwin, Jan Cooper, Roger Birkett

Apologies: Camera club

Matters arising from Village centre committee: Mud under seats. Trying to find someone to look at this and at pathways through bund.

Carpark resurfacing ongoing. Possibility of money coming from developers mention. Group suggested that disabled spaces need remarking with better signage.

Charges; some charges for the village centre have been increased. User groups were not aware of this prior to receiving their invoices. Pointed out that for the small groups i.e. WI and flower club increasing rate to £14 /hour for large hall is a big proportion of their budget especially when they have had little or no income during the pandemic. Roger explained the reason for the increase but agreed that the rate for those groups should be unchanged until the end of March 2022. He will take the matter back to the parish council.

Chairs: The new chairs do not fit on the trolley well.

Storage: There is a new pram club starting. They would like to use the cupboard in the small hall previously used by the nursery.

Mats on floor behind stage? could they be stored on a trolley or on wall hooks.

Wire cage needs removing,

Stage floor: There is pipework under the stage, access to the inspection hatch needs to be available. Question raised as to when the underfloor heating was last serviced,

Village fete: Layout explained.

Next meeting: 10th November

**Bank Reconciliation Statement as at 01/10/2021
for Cashbook 4 - VC Unity Trust Accounts**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust 20422367 Current	30/09/2021	25	2,061.54
Unity Trust 20422383 Savings	30/09/2021	19	20,206.51
			<u>22,268.05</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			22,268.05
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			22,268.05
		Balance per Cash Book is :-	22,268.05
		Difference is :-	0.00

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
301 Tangmere Village Centre							
521 Fob Deposits	0	60	0	(60)			0.0%
1000 Pitch Hire - Football	200	50	300	250			16.7%
1001 Pitch Hire - Cricket	1,211	1,751	1,500	(251)			116.7%
1002 Pitch Hire - Tennis	0	0	100	100			0.0%
1003 Letting Income - Non-Profit	78	489	3,000	2,511			16.3%
1004 DO NOT USE	30	0	0	0			0.0%
1005 Letting Income - Private/Resid	0	140	0	(140)			0.0%
1010 Letting Income - Commercial	14,504	8,457	14,000	5,543			60.4%
1020 Rent Received	200	0	0	0			0.0%
1040 Solar Panel Income	1,040	0	800	800			0.0%
1061 Grants Received	10,000	0	0	0			0.0%
1090 Misc Income	212	0	0	0			0.0%
Tangmere Village Centre :- Income	27,475	10,947	19,700	8,753			55.6%
4011 Rates	0	704	7,500	6,796		6,796	9.4%
4012 Water	369	172	660	488		488	26.1%
4014 Electricity	918	366	1,000	634		634	36.6%
4015 Gas	2,133	668	2,000	1,332		1,332	33.4%
4016 Cleaning Material	111	171	500	329		329	34.3%
4017 Cleaning Contract	4,930	2,458	5,000	2,542		2,542	49.2%
4018 Refuse disposal/Bin Emptying	193	387	300	(87)		(87)	129.1%
4020 Miscellaneous Expenses	(155)	50	200	150		150	25.0%
4021 Telephone & Internet	1,098	567	1,100	533		533	51.6%
4024 Subscriptions & Licences	(469)	0	1,500	1,500		1,500	0.0%
4025 Insurance	174	0	180	180		180	0.0%
4031 Covid-19	966	0	0	0		0	0.0%
4036 Property Maintenance	1,886	763	3,000	2,237		2,237	25.4%
4037 Cricket Square Maintenance	840	0	1,000	1,000		1,000	0.0%
4038 Equipment Maintenance	365	195	500	305		305	39.0%
4042 Small Tools/Equipment	2,530	195	1,000	805		805	19.5%
4045 Other Grounds Maintenance	0	56	0	(56)		(56)	0.0%
4047 Tree/Hedge Maintenance	0	112	0	(112)		(112)	0.0%
4048 General Garden Maintenance	588	196	800	604		604	24.5%
4049 Occas'l Users Deposit Return	130	0	0	0		0	0.0%
4051 Bank Charges	28	26	0	(26)		(26)	0.0%
Tangmere Village Centre :- Indirect Expenditure	16,636	7,087	26,240	19,153	0	19,153	27.0%
5111 Tfr from VC Fund	0	0	(11,550)	(11,550)		(11,550)	0.0%
Tangmere Village Centre :- Other Costs	0	0	(11,550)	(11,550)	0	(11,550)	0.0%
Net Income over Expenditure	10,839	3,860	5,010	1,150			

Detailed Income & Expenditure by Budget Heading 01/10/2021

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	27,475	10,947	19,700	8,753			55.6%
Expenditure	16,636	7,087	14,690	7,603	0	7,603	48.2%
Net Income over Expenditure	<u>10,839</u>	<u>3,860</u>	<u>5,010</u>	<u>1,150</u>			
Movement to/(from) Gen Reserve	<u>10,839</u>	<u>3,860</u>					

From: [Andrea Smith](#)
To: [All Parish Councils](#)
Subject: Do you have a parish council building whose heating system is coming to the end of its life?
Date: 13 September 2021 10:21:34
Importance: High

If yes, please see grant opportunity below.

Regards



Andrea Smith

Climate Change Officer
Environmental Protection
Chichester District Council

Ext: 21175 | Tel: 01243 521175 | asmith@chichester.gov.uk | Fax:

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<http://www.chichester.gov.uk/newsalerts>



From: Information (EnergyHub) <info@energyhub.org.uk>

Sent: 10 September 2021 17:11

Subject: Phase 3 Public Sector Decarbonisation Scheme - Applications open 6 October 2021, 14:00

Importance: High

[Phase 3 of the Public Sector Decarbonisation Scheme](#) (PSDS), which is administered by [Salix Finance](#), will **open for applications at 2pm on Wednesday 6th October 2021** and will close at 2pm on Wednesday 3rd November 2021. **Please note that applications will be assessed and funding awarded to eligible projects in the order in which applications are received.**

If you would like support or advice from the Energy Hub to help make your application to the fund, please email the Energy Project Manager for your area as soon as possible:

- South East area (Kent, East Sussex, West Sussex and Surrey) – john.taylor@energyhub.org.uk
- North East area (Norfolk, Suffolk and Essex) – peter.gudde@energyhub.org.uk
- South West area (Oxfordshire, Buckinghamshire, Berkshire, Hampshire and Surrey) – paul.kemp@energyhub.org.uk
- North West area (Hertfordshire, Cambridgeshire, Bedfordshire and Northamptonshire) – sam.bosson@energyhub.org.uk

There is no funding cap on the value of grant that an applicant can apply for. However, the total amount of funding available for Phase 3 PSDS will not be confirmed until after this year's Spending Review, and there is no guarantee of any funding until the outcome of the Spending Review is confirmed. Grant offers will only be made after the total funding for the Phase 3 PSDS is confirmed, therefore successful applicants will not be informed until 2022.

Full scheme guidance is available [HERE](#). For Phase 3 the focus remains on the decarbonisation of heat. Applicants are required to contribute the like-for-like costs of the project themselves in addition to any PSDS grant funding provided. The like-for-like cost is defined as all the costs incurred should the existing heating system be replaced with a typical fossil fuel heating system of the same type and size. In most cases this will be equivalent to the costs of replacing your system with a conventional boiler.

Applications should be for projects incurring costs no earlier than Friday 1st April 2022, and no later than:

- Friday 31st March 2023 for single year projects

- Sunday 31st March 2024 for two year projects
- Monday 31st March 2025 for three year projects

Further information on the fund can be found on the [Salix website](#) and in the [scheme guidance notes](#).

info@energyhub.org.uk
www.energyhub.org.uk



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