

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
7.00PM ON TUESDAY 7 DECEMBER 2021 AT,
TANGMERE VILLAGE CENTRE, MALCOLM ROAD, TANGMERE

2 December 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 (no minutes received to date)
- 7. Finance**
To receive and approve the bank reconciliation to 30 November 2021 (circulated with this agenda) and to consider the financial reports for the current year to 30 November 2021 (Income & Expenditure report circulated with this agenda and Aged Debtors reported circulated with confidential supporting papers).
- 8. Action under Clerk's Delegated Authority – Gas Contract**
To receive and note the Clerk's report of her action, in consultation with the Committee Chairman, in entering into a three year contract with a new gas supplier subsequent to

the insolvency of the previous supplier to the Village Centre. Clerk's report circulated with confidential supporting papers.

9. Resurfacing the Village Centre Car Park

To consider a report from the Clerk (report to follow) with a view to making a decision about appointing a contractor to support the tendering and contract management process.

10. Teddy Wilf's Nursery School

To consider the written proposal and request from Teddy Wilf's Nursery School (proposal circulated with confidential supporting papers).

11. Cleaning of the Village Centre

To consider an oral report from the Committee Chairman.

12. Other matters for information only

13. Date of next meeting

Tuesday 15 February 2022

TANGMERE PARISH COUNCIL



Minutes of the Village Centre Committee Meeting held at 7.30pm on 12 October at the Village Centre, Malcolm Road, Tangmere PO20 2HS

Present:

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

In attendance:

Cllr Kate Beach

Judy Simnett – Users' Group

Louise Steele – Clerk to the Council

127	AGENDA ITEM 1 - APOLOGIES Apologies were received from Councillor Kirsten Lanchester.	
128	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.	
129	AGENDA ITEM 3 – PUBLIC PARTICIPATION Cllr Beach asked for clarification of what had happened to Parish Council support for residents in food poverty after the “Covid-19” food deliveries had ended. Cllr Irwin reported that he had a meeting with interested parties and that the on-going provision to address food poverty and food waste was a fortnightly session run by UK Harvest at the Positive Routes to Wellbeing café at the Village Centre.	
130	AGENDA ITEM 4 - MINUTES The minutes of the meeting held on 10 August 2021 were approved as an accurate record and it was agreed that they should signed as such by the Chairman.	
131	AGENDA ITEM 5 – ACTION POINTS It was noted that the Village Centre car park would be an agenda item for Full Council on 9 November; that the reinforcement of the footpaths through the bund and the area under benches would be an agenda item for Finance Committee on 26 October. It was further noted that a request had been made to a neighbouring property to cease the depositing of grass cutting on the periphery of the Recreation Field the Clerk believed that the request would be effective but could not be certain until spring 2022.	
132	AGENDA ITEM 6 – TO RECEIVE REPORTS FROM MANAGEMENT TEAM Cllr Birkett gave a brief oral update. Cllr Irwin explained that TAG had decided to cancel the Christmas Fair because of a low level of interest from community groups. USER GROUP The minutes of the User Group meeting held on 15 September 2021 were received. It was agreed that since the WI and Flower Club had not been notified of the increase in hire charges before being invoiced that for these two groups the increase would be delayed until April 2022.	
133	AGENDA ITEM 7 - FINANCE Members received and approved the bank reconciliation to 31 September 2021 and	

	<p>considered a report of income and expenditure to the 31 September 2021.</p> <p>It was agreed that Cllr Irwin should negotiate with PRS PPL about the licence charges for the Village Centre.</p> <p>It was agreed that the Clerk should inform CDC that the contract for the cardboard recycling bin (an annual contract was entered into when the vaccination centre opened) would not be renewed and explore the possibility of terminating the contract early.</p>	
134	<p>AGENDA ITEM 8 – ACTION UNDER CLERK’S DELEGATED AUTHORITY</p> <p>It was noted that, in consultation with the Chairman of the Committee, the Clerk had instructed a new cleaning contractor.</p>	
135	<p>AGENDA ITEM 9 – VILLAGE CENTRE HEATING SYSTEM</p> <p>Members considered the opportunities offered by the Phase 3 Public Sector Decarbonisation Scheme and agreed not to pursue any opportunity at this time.</p>	
136	<p>AGENDA ITEM 10 – QUERIES ABOUT USE OF THE VILLAGE CENTRE</p> <p>Members received an oral report from the Clerk. It was agreed that the query from a nursery provider be pursued with a view to completing a hiring starting April 2022. A more detailed proposal to be brought to the next meeting of the Committee.</p> <p>It was also agreed to decline the request from a commercial user for a discount on the hire charges.</p>	
137	<p>AGENDA ITEM 11 – OTHER MATTERS FOR INFORMATION ONLY</p> <p>There were none.</p>	

Date of next meeting: 7 December 2021

Chairman:

Date:

**Bank Reconciliation Statement as at 30/11/2021
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	30/11/2021	27	2,641.16
Unity Trust 20422383 Savings	30/11/2021	21	18,206.51
			<hr/> 20,847.67
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			20,847.67
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			20,847.67
		Balance per Cash Book is :-	20,847.67
		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							
1000 Pitch Hire - Football	200	100	300	200			33.3%
1001 Pitch Hire - Cricket	1,211	1,838	1,500	(338)			122.5%
1002 Pitch Hire - Tennis	0	0	100	100			0.0%
1003 Letting Income - Non-Profit	78	1,500	4,500	3,000			33.3%
1004 DO NOT USE	30	0	0	0			0.0%
1005 Letting Income - Private/Resid	0	360	0	(360)			0.0%
1010 Letting Income - Commercial	14,504	9,667	17,500	7,833			55.2%
1020 Rent Received	200	0	0	0			0.0%
1040 Solar Panel Income	1,040	768	800	32			96.0%
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	14,233	24,700	10,467			57.6%
4011 Rates	0	1,174	7,500	6,326	6,326	15.6%	
4012 Water	369	228	660	432	432	34.5%	
4014 Electricity	918	523	1,000	477	477	52.3%	
4015 Gas	2,133	877	2,000	1,123	1,123	43.8%	
4016 Cleaning Material	111	287	500	213	213	57.5%	
4017 Cleaning Contract	4,930	4,337	5,000	663	663	86.7%	
4018 Refuse disposal/Bin Emptying	193	504	300	(204)	(204)	168.0%	
4020 Miscellaneous Expenses	(155)	50	200	150	150	25.0%	
4021 Telephone & Internet	1,098	757	1,100	343	343	68.9%	
4024 Subscriptions & Licences	(469)	179	1,500	1,321	1,321	11.9%	
4025 Insurance	174	0	180	180	180	0.0%	
4031 Covid-19	966	0	0	0	0	0.0%	
4036 Property Maintenance	1,886	1,076	3,000	1,924	1,924	35.9%	
4037 Cricket Square Maintenance	840	1,170	1,000	(170)	(170)	117.0%	
4038 Equipment Maintenance	365	315	500	185	185	63.0%	
4042 Small Tools/Equipment	2,530	231	1,000	769	769	23.1%	
4048 General Garden Maintenance	588	496	800	304	304	62.0%	
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	12,229	26,240	14,011	0	14,011	46.6%
5111 Tfr from VC Fund	0	0	(7,050)	(7,050)	(7,050)	0.0%	
Tangmere Village Centre :- Other Costs	0	0	(7,050)	(7,050)	0	(7,050)	0.0%
Net Income over Expenditure	10,839	2,004	5,510	3,506			

Detailed Income & Expenditure by Budget Heading 30/11/2021

Month No: 8

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	14,233	24,700	10,467			57.6%
Expenditure	16,636	12,229	19,190	6,961	0	6,961	63.7%
Net Income over Expenditure	<u>10,839</u>	<u>2,004</u>	<u>5,510</u>	<u>3,506</u>			
Movement to/(from) Gen Reserve	<u>10,839</u>	<u>2,004</u>					