

# TANGMERE PARISH COUNCIL



## Clerk to the Council

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**MEMBERS OF THE VILLAGE CENTRE COMMITTEE**  
ARE HEREBY INVITED TO AN EXTRAORDINARY MEETING OF THE COMMITTEE TO  
BE HELD AT  
**7.00PM ON TUESDAY 12 APRIL 2022 AT,**  
TANGMERE VILLAGE CENTRE, MALCOLM ROAD, TANGMERE

7 April 2022

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 15 February 2022 (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 31 March 2022 (circulated with this agenda) and to consider the financial reports for the year ending 31 March 2022 (Income & Expenditure report circulated with this agenda and Debtors report circulated as a confidential supporting paper).

**8. Cancellations and Charging**

To note the administrative difficulties caused by regular users' late notification of cancellations and to consider whether there should be a charge when late notification occurs.

**9. Storage Audit**

To consider when and how the planned audit of storage will take place.

**10. NHB 2020 – Picnic Tables**

This matter is referred from the Environment Committee. To consider the siting, assembly and fixing of the Picnic Tables currently under order.

**11. Indoor Table Tennis**

To consider a suggestion put forward by Cllr du Closel on behalf of a resident that indoor table tennis be provided at the Village Centre both for the Youth Club and for the enjoyment of residents in general.

**12. Other matters for information only**

**13. Date of next meeting**

Tuesday 14 June 2022

In accordance with the Public Bodies (Admission to Meetings) Act 1960 the Council may wish to exclude the public and press from the meeting at this point prior to consideration of the following item by reason of the confidential nature of the business to be transacted.

**14. Teddy Wilf's Nursery School**

To agree the license agreement with the Nursery (draft circulated separately as a confidential supporting paper).

# TANGMERE PARISH COUNCIL



## Minutes of the Village Centre Committee Meeting held at 7.00pm on 15 February 2022 at the Village Centre, Malcolm Road, Tangmere PO20 2HS

### Present:

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

### In attendance:

Louise Steele – Clerk to the Council  
One member of the public

223	<b>AGENDA ITEM 1 - APOLOGIES</b> Apologies for absence were received from Cllr Andrew Irwin and Judy Simnett representing the Users' Group	
224	<b>AGENDA ITEM 2 - DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.</b> 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.	
225	<b>AGENDA ITEM 3 – PUBLIC PARTICIPATION</b> The member of the public present raised the issue of problems with underfloor heating the main hall and was informed that there was an ongoing problem with the heating in that room but heating engineers were visiting regularly and it was hoped to resolve the problem soon.	
226	<b>AGENDA ITEM 4 - MINUTES</b> The minutes of the meeting held on 14 December 2021 were approved as an accurate record and signed as such by the Chairman.	
227	<b>AGENDA ITEM 5 – ACTION POINTS</b> There were no action points to be updated	
228	<b>AGENDA ITEM 6 – TO RECEIVE REPORTS FROM</b>  <b>MANAGEMENT TEAM</b> Cllr Birkett gave a brief oral update and focussed on the heating issues and problems with the urinals in the changing rooms. The delay in closing of the Village Centre front door was also discussed. It was agreed that the urinals and the front door would be monitored.  <b>USER GROUP</b> There were no user group minutes to be received.	
229	<b>AGENDA ITEM 7 - FINANCE</b> Members received and approved the bank reconciliation to 31 January 2022 and considered a report of income and expenditure to the 31 January 2022. It was noted that there were no significant outstanding debts.	

230	<p><b>AGENDA ITEM 8 – FEES &amp; CHARGES 2022/23</b></p> <p>Members considered fees &amp; charges for the year commencing 1 April 2022 and agreed that there should be no increase in charges. The organisations that had disputed the increase last year to be informed again that it would be effective this year.</p>	
231	<p><b>AGENDA ITEM 9 – PLATINUM JUBILEE 2-5 JUNE 2022</b></p> <p>Members heard an outline of the plans for community celebrations to mark the Queen's Platinum Jubilee. Members focussed on those events that would require use of the Village Centre and the Recreation Field. A clash with a booking for cricket on Saturday 4 June 2022 was discussed and it was agreed that the cricket club be informed that, with regret, the parish council could not honour its booking that day.</p>	
232	<p><b>AGENDA ITEM 10 – OTHER MATTERS FOR INFORMATION ONLY</b></p> <p>The meeting noted Cllr Oakley's concern about the siting of the new Tulip Tree.</p>	
233	<p>In accordance with the Public Bodies (Admission to Meetings) Act 1960 the meeting resolved to exclude the public and press from the meeting at this point prior to consideration of the following item by reason of the confidential nature of the business.</p>	
234	<p><b>AGENDA ITEM 12 – TEDDY WILF'S NURSERY SCHOOL</b></p> <p>The meeting considered the Chairman's report of a meeting with Teddy Wilf's Nursery School and agreed heads of terms for an agreement with the nursery for recommendation to Full Council – the detail of those terms and the recommendation to Full Council is set out in a confidential minute (234C).</p> <p>It was further agreed to carry out a storage audit – which hirers are using what storage facilities and what is being stored there.</p> <p>The Clerk was asked to explore whether S106 funding could be used to fund upgrading the nursery play surface to wet pour.</p>	

**Date of next meeting: 12 April 2022**

Chairman: .....

Date: .....

**Bank Reconciliation Statement as at 04/04/2022  
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	31/03/2022	31	2,885.59
Unity Trust 20422383 Savings	31/03/2022	25	13,215.67
			<u>16,101.26</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			16,101.26
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			16,101.26
		<b>Balance per Cash Book is :-</b>	<b>16,101.26</b>
		<b>Difference is :-</b>	<b>0.00</b>

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>301 Tangmere Village Centre</b>							
1000 Pitch Hire - Football	200	225	300	75			75.0%
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	3,822	4,500	678			84.9%
1004 DO NOT USE	30	0	0	0			0.0%
1005 Letting Income - Private/Resid	0	647	0	(647)			0.0%
1010 Letting Income - Commercial	14,504	12,350	17,500	5,150			70.6%
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%
<b>Tangmere Village Centre :- Income</b>	<b>27,475</b>	<b>19,650</b>	<b>24,700</b>	<b>5,050</b>			<b>79.6%</b>
4011 Rates	0	1,839	7,500	5,661		5,661	24.5%
4012 Water	369	375	660	285		285	56.8%
4014 Electricity	918	795	1,000	205		205	79.5%
4015 Gas	2,133	3,213	2,000	(1,213)		(1,213)	160.7%
4016 Cleaning Material	111	367	500	133		133	73.3%
4017 Cleaning Contract	4,930	8,258	5,000	(3,258)		(3,258)	165.2%
4018 Refuse disposal/Bin Emptying	193	673	300	(373)		(373)	224.4%
4020 Miscellaneous Expenses	(155)	50	200	150		150	25.0%
4021 Telephone & Internet	1,098	1,107	1,100	(7)		(7)	100.6%
4024 Subscriptions & Licences	(469)	530	1,500	970		970	35.4%
4025 Insurance	174	0	180	180		180	0.0%
4031 Covid-19	966	0	0	0		0	0.0%
4036 Property Maintenance	1,886	1,783	3,000	1,217		1,217	59.4%
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	272	1,000	728		728	27.2%
4047 Tree/Hedge Maintenance	0	295	0	(295)		(295)	0.0%
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%
<b>Tangmere Village Centre :- Indirect Expenditure</b>	<b>16,636</b>	<b>21,564</b>	<b>26,240</b>	<b>4,676</b>	<b>0</b>	<b>4,676</b>	<b>82.2%</b>
5111 Tfr from VC Fund	0	(1,913)	(7,050)	(5,137)		(5,137)	27.1%
<b>Tangmere Village Centre :- Other Costs</b>	<b>0</b>	<b>(1,913)</b>	<b>(7,050)</b>	<b>(5,137)</b>	<b>0</b>	<b>(5,137)</b>	<b>27.1%</b>
<b>Net Income over Expenditure</b>	<b>10,839</b>	<b>0</b>	<b>5,510</b>	<b>5,510</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2022

Month No: 12

## 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	19,650	24,700	5,050			79.6%
Expenditure	16,636	19,650	19,190	(460)	0	(460)	102.4%
Net Income over Expenditure	<u>10,839</u>	<u>0</u>	<u>5,510</u>	<u>5,510</u>			
Movement to/(from) Gen Reserve	<u>10,839</u>	<u>0</u>					