**TANGMERE PARISH COUNCIL**



**Minutes of the Village Centre Committee Meeting**

**held at 7.00pm on 13 December 2022 at the Village Centre, Malcolm Road, Tangmere PO20 2HS**

**Present:**

Councillors Roger Birkett (Chairman), Cllr Regan du Closel, Simon Oakley, Andrew Irwin and Cllr Trevor Ware

**In attendance:**

Caroline Davison – Clerk to the Council

Councillor James Stanbridge

Judy Simnett representing the Village Centre Users’ Group

**Apologies**

055. There were no apologies of absence.

**Declarations of Interest in items on the Agenda**

056. 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.

**Public Participation**

057. Councillor James Stanbridge was in attendance at the Meeting for Agenda Items 5i) and 5iii).

**Minutes**

058. **Resolved –** That the Minutes of the Meeting held on Tuesday 18 October 2022 be approved as an accurate record and signed by the Chairman with the following amendments:

i) Inclusion of sequential numbering.

ii) Amendment to heading of Minutes.

**Management Team Report**

059. Use of MUGA - Consideration was given to how the MUGA might be made for available for residents to use during dark winter evenings. Currently there is only one user for a couple of hours early evening one day a week when weather permits. It was noted that the MUGA lights need to be switched on manually although there is an automatic switch off after a set period. It was generally agreed that it would be positive to see the MUGA promoted and used more frequently. The question was raised about the cost of lighting the MUGA and whether it would be possible to utilise some form of renewable energy source and also how the lights could be switched on remotely. It was agreed that plans for the regular lighting of the MUGA would be discussed further at Full Council Meeting on 19th January 2023.

060. **Resolved** - that the current hourly cost of running the MUGA be obtained with the view to installing a seven-day timer. (Action: AI/RB)

(Note: Since the Meeting the Youth Club Leaders have requested that the MUGA is lit as and when required during sessions for supervised activities).

061. New Boiler - At this stage of the meeting discussions about the boiler renewal 5iii) were brought forward. It was noted that there had been recent problems experienced with one of the two gas fired boilers at the Village Centre. Whilst emergency repairs had been carried out to (hopefully) keep the boiler in service for the rest of the winter months the parts for that boiler model were now obsolete. In terms of replacement it was agreed that the Parish Council should research alternatives to a conventional gas boiler which are more energy efficient, sustainable and give lower carbon emissions.

061. It was agreed to set up a working group to look at the two decarbonisation projects: lighting for the MUGA and a replacement energy source for the heating system for the Village Centre. Cllrs James Stanbridge, Simon Oakley and Regan Du Closel put their names forward to form this group with support as required from individuals with specialist knowledge.

062. Charge for Car Park – The Committee discussed whether to continue to charge a nominal fee for siting food vans on the car park. It was considered that this fee contributed towards overheads such as waste collection charge and grounds maintenance and was therefore appropriate to keep in place.

It was agreed to research the position in relation to charging at village centres and halls in neighbouring parishes. (Action: TW)

063. Boiler Problems - Further to early discussions, it was noted that quotations in the region of £7,000 had been received to replace the current gas boiler with another gas boiler.

(Cllr James Stanbridge left the meeting at 7.45pm.)

065. Carbon Monoxide Alarms - Following recent problems with the boiler and the annual boiler servicing, it was noted that carbon monoxide alarms have been fitted in strategic locations at the Village Hall including: in the loft where the gas boilers are located, in the Small Hall where the Nursery is based during the week where children are put down to sleep during the day and in the Parish Office.

066. Water Filler - It was noted that the water filler has now been installed outside the Village Centre although currently the system has been drained down for the winter and will be operational again in the Spring.

067. Plumbing - The hot and cold water supplies have now been run to the Hub and the next stage is to connect them to the kitchenette in early 2023.

068. Cleaning after Hall Hire by Users - It had been reported that there had been recent problems with the Hall not being adequately cleaned between bookings and apologies had been extended by Hall Management to the users affected. It was noted that if problems do occur it often tends to be following private functions and parties.

069. To avoid the situation arising in the future it was agreed that greater consideration needs to be given to the scheduling of back-to-back bookings in order to leave adequate time for cleaning and to encourage all users to leave the facilities in the same state in which they found them.

070. It was agreed Management would circulate a reminder to regular users and to ensure that single users are made aware of their responsibilities in terms of cleaning and damage. Consideration to be given the amount of damage and extra cleaning deposit and to ensure that the deposit if retained if extra cleaning is required following a booking.

071. Tangmere Players during the Pantomime weekend. Apologies were offered. It was agreed that there needs to be better management of bookings during those weekends when there are performances on consecutive days and to evaluate what might make things run smoother for the users.

072. It was noted that it is regular practice for the cleaning company to be advised of the hall user schedule and when there is the requirement for the cleaners to come in to undertake a clean. There have however been recent occasions when they have not attended site. It was agreed to liaise with the cleaning contractors to review the cleaning schedule as well as to introduce a system for them signing in and out.

**User Group Minutes**

069. Notes of the User Group Meeting held on 7th September 2022 had been received by the Clerk and were tabled at the meeting (Appendix One).

**Action Points**

070. It was suggested that for Christmas 2023 there might be a Christmas Tree and decorations in the Foyer of the Village Centre. Members were advised that in the past this had been actioned by the User Group.

**Finance**

071. Members received and approved the bank reconciliation to 30th November 2022.

072. It was noted that the majority of invoices for hall hire are currently paid in arrears. It was resolved that payment terms needed to be included on invoices stating that invoices were due upon presentation.

073. It was agreed that a review of the schedule of fees for hall hire would be carried out due to an escalation in costs resulting from inflationary pressures and an increase in cleaning costs. As an outcome of this it is anticipated that it might be necessary to consider increasing fees.

074. Any proposed increases would be outlined and discussed with the User Group before being introduced but would be effective from April 2023. Judy Simnett was asked to inform the User Group that a review of fees would be taking place. Action JS

**Urgent Items for Action**

075. No items were raised.

**Other matters for information only and items for next Agenda**

076. It was noted that an aerator was being hired over the Christmas period.

077. A question was raised as to whether in future the football goals should be left in situ or removed over the summer months. This to be considered further at the next Village Centre Meeting.

**Date of next meeting**

078. It was noted that the date of the next meeting would be Tuesday 21 February 2023

Chairman: ………………………………………………

Date: ……………………………………….

The meeting ended at 8.54pm.