

Tarvin Community Centre Committee of Management

Minutes of meeting held on Tuesday Aug 1st 2017 at 7.30 pm

Present: – Alan Wilkinson - Chair, Bryan Evans, Brian Hardacre, Sue Hardacre, Roy Brereton, Vic Shuttlewood, Jan Shuttlewood, Peter Brunton, Mark Wyatt - Tarvin Civic Trust

1. **Apologies** – Jane Lush, Ted Lush, Liz Brereton, Heather Love, Mike Love, Lyn Brunton, Pet Twigg, Sharon Nolan

2. Minutes of previous meeting

The minutes of the meeting held on 4th July 2017 were approved and signed as a correct record

3. Matters arising

New paddles have been fitted to the Defibrillator and the Ambulance Service notified.

4. Chairman's report

Estimated lettings for August are £1498 with £150 from CWAC. This compares to £1326 for the same period last year, so the increase in income is maintained

An ant infestation has been dealt with by contractors from CWAC and the issue is largely resolved though some external works are still required.

A letter has been received from the George Heath Foundation thanking the Community Centre for their support during the recent football competition and evening event. Following a conversation with the Chairman, the Foundation have given a grant of £1000 to the Committee towards the new shed and landscaping. They asked that a suitable plaque be installed to acknowledge this when work is complete. A letter of thanks will be set from the Committee by the Secretary.

New bookings have been received for the autumn; and extension of the Monday morning Zumba to include a Chair Zumba session, an Italian language class and an evening Yoga Class.

5. Financial report

The report was noted

6. Hallmark Accreditation Scheme

The application for stage 2 will be ready for submission later this month

7. Caretaking Cleaning

Following a reorganisation within Qwest, a health and safety review had been carried out and some work undertaken by their staff in the Community Centre was deemed unsafe. A meeting was held and it was agreed that:

Chairs would only be stacked 6 high rather than 8 high

All Tables would be moved around on trolley and not carried any distance by hand

Cleaning chemicals would be locked away.

The Committee had no problem with creating a safer working environment but noted that the change had not been reported to them in advance, leaving rooms uncleaned without notice. The decision on the chairs has reduced the storage area available so that the round tables must now be stored in the Hall. A trolley has been adapted to be used for the Edna Rose Room tables with some smaller wheels added to allow egress through the door. The Committee notes with interest that Qwest now intends to try and appoint caretakers to specific buildings and will be advertising the post soon. The Committee awaits the outcome of this move with interest.

The telephone numbers of Qwest contacts would be distributed to Committee members to enable them to deal with problems directly in the Chairman's absence.

8. Improvement Plans

Storage Shed – Two quotes had been received for work. After discussion and a site inspection of the front area, it was decided that the quotation of £11,400 would be accepted from Leaswood Landscaping. Though the Committee accepted that the removal of the overgrown shrubs at the front could be done for a modest cost when the contractors and their equipment were on site, it was agreed not to add the £420 quoted for this work in the contract until the matter could be discussed again when more committee members were present.

Approval of the landscaping plans to the rear have not yet been received from CWAC

Hall Improvements - Information on the suggested phasing of work will be submitted for discussion at the next meeting

Signage - A quote for signage has been received from Cestrian Signs for £736.80. This would include two signs with the Logo and words Tarvin Community Centre and two signs marking the Lounge/Bar, one on the wall and one over the rear door. However, the quote was for signage on an aluminium background and the Committee agreed that a better look would be created if the signs were on a transparent background. The Chairman agreed to ask for a requote on that basis.

9. Marketing and Publicity

CRTA had confirmed that Wuthering Heights by Hotbuckle Productions for Sat Nov 18th. This is a play of two, one-hour acts with interval, has 4 actors and may well go on the stage. Ticket prices will be £10 for adults and £7 for children under 16. This will be the first production under the new VAT rules, so receipts may well be down.

Lyn has instituted an open Facebook group within the general Facebook page to encourage people to feel more able to comment about the Community Centre in a less public environment. This is an experiment and will be reviewed later.

Comments had been made about the lack of communication that seems to have arisen between individual Committee members so that there was a delay in getting event information distributed across all publicity platforms. It was agreed that SH, LB and AW would make a more concerted attempt to share information so that events received the maximum exposure to ensure good audiences. It was noted however that many organisations were sometimes tardy in getting information to the Community Centre.

10. Forthcoming Events

The Chameleon Fashion Show scheduled for Friday 29th September is the responsibility of the Committee to promote as we will take the door money, bar and raffle takings and a percentage of the sales. More details are awaited from the company. An Entrance fee of £8 + a glass of Prosecco was agreed.

Events cover was agreed including an extra event on 10th August that needed a tight turn round before Bingo.

11. A.O. B.

Bryan Evans provide some information about the Table Top Quiz in October and it was agreed that this should be incorporated in forthcoming publicity, including a Newsletter.

An increase to the Business Rates assessment received from CWAC was noted with some concern. It was agreed that the Secretary should pursue applying for charitable rate relief and report back when more information was available.

Next meeting – Tuesday September 5th at 7.30pm. The Chairman reported that he would be away.