

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre on Tuesday 10 May 2016

Present: Alan Wilkinson (Chairman), Jane Lush (Secretary), Ted Lush (Treasurer), Elizabeth Brereton, Roy Brereton, Lyn Brunton, Pete Brunton, Bryan Evans, Brian Hardacre, Jo Richards, Janet Shuttlewood, Vic Shuttlewood, Sue Hardacre (representing Tarvin Parish Council), Gill Williams (representing Tarvin W.I.), Mark Wyatt (representing Tarvin Civic Trust)

The Chairman thanked Jo Richards, who was standing down at the AGM, for all her help and support. She would continue to come to meetings until July 2016

1. **Apologies** - None

2. **Minutes of previous meeting**

The minutes of the meeting held on 5 April 2016 were approved as a correct record

3. **Matters arising**

Repairs and improvements to the sound and lighting systems were ongoing

4. **Audited accounts for 2015/16**

The **Treasurer** presented the audited Statement of Income and Expenditure and Balance Sheet for 2015/16 and these were adopted for presentation to the AGM

5. **Summer Fete**

JR presented her report. Preparations were progressing well although there was a shortage of people to act as stewards and to man some of the major attractions; **all Committee members** were asked to help to find additional volunteers. A fundraising tea party would be held on the playing field (if wet in the Scout Hut) at 3.00 pm on 25 May. The procession would have a red white and blue theme. Programmes would be ready shortly and would be allocated to committee members to sell from the end of May onwards – the programmes included a competition and a lucky number. There were new suppliers for the barbecue burgers (250) and sausages (200) – the quality would be better than in 2015. **SH/BH** agreed to sell Pimms

6. **Chairman's report**

- lettings for May were estimated at £3,117 (including £273 from CWaC); this compared to £2,516 (£292 from CWaC) in May 2015
- recently the Bingo and Mah-Jongg had been disturbed by children and young people using the toilets. The front door would be locked to prevent a recurrence and the problem monitored
- the first window clean had been carried out satisfactorily
- Cheshire Fire and Rescue Service had carried out a fire safety audit on 24 April and feedback was awaited. A fire assembly point notice had been fixed to a tree adjoining the car park. The **Chairman** was working on a fire risk assessment based on guidance supplied
- Ashton Hayes Theatre Club (AHTC) wished to have storage facilities for costumes and props. All available space in the current building was fully used and extra space might be needed once the lounge improvements were complete. It was **agreed** the **Chairman** should investigate the provision of a temporary storage building behind the Community Centre adjacent to the bin area (including whether planning permission was needed). It would be important to obtain permission from CWaC and to advise neighbours. AHTC would need to pay a suitable rent for any space they occupied

At this point the Committee meeting was suspended and resumed after the AGM

7. **Financial report**

The **Treasurer** presented the financial statement for April. Actual lettings income totalled £1,562 with a further £614 which had been invoiced but not yet received. The bill for the first quarter's

service charge had been returned to CWaC as it was inaccurate and it was proving difficult to trace a responsible person to issue a new bill. The final year end adjustment for 2015/16 was also awaited. A laser printer had been purchased at a cost of £348. Events in April had been successful and total funds available were £63,382, of which approximately £32,500 was earmarked for the lounge improvements

8. Improvement plans – update

- an updated cost statement had been submitted to WREN who had agreed that the revised costs were acceptable and the promised grant would still be paid. **RB** reported that WREN would be sending the formal funding agreement for signature by the Chairman within the next few days, after which the contractor could be instructed and the necessary publicity issued

- the **Secretary** reported that a meeting had taken place with CWaC officers about the former Children's Centre rooms. CWaC Children's Services was anxious that sufficient usage of the building for activities for young children and families should continue to take place so that there was no liability on their part to repay government grant. It was **agreed** that the Committee would be happy to provide details of all such activities to CWaC whenever they required it; if the level of activities seemed to them too low it would be for CWaC to seek to generate additional activities. Paula Maccabee of CWaC Property Services had provided draft Heads of Terms for a supplemental lease for the former Children's Centre rooms and it was **agreed** the **Secretary** should ask the Committee's solicitor for advice

9. Marketing and publicity

SH presented her report. After discussion it was **agreed** to publish the minutes on the Community Centre website but not to send them to Tarvinonline. SH would submit stories based on items in the minutes to Tarvinonline at her discretion

10. Forthcoming and future events

- “**Bandersnatch**”, 14 May (Set up **5.30 pm**, Phil & Kath Miles on door, **Roy B/BE** bar)
- **Fete fundraising tea party, 25 May**, King George V Playing Field, 3.00 – 5.00 pm (Committee members to provide cakes if possible)
- **Film “Eddie the Eagle”**, 8.00 pm, 27 May (NB no family film)

A schedule of forthcoming events was circulated and members volunteered to cover these as necessary

11. Any other business

None

11. Date of next meeting

7 June 2016