

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre on Tuesday 2 August 2016

Present: Alan Wilkinson (Chairman), Jane Lush (Secretary), Ted Lush (Treasurer), Lyn Brunton, Pete Brunton, Bryan Evans, Brian Hardacre, Janet Shuttlewood, Sue Hardacre (representing Tarvin Parish Council), Mark Wyatt (representing Tarvin Civic Trust)

1. **Apologies** – Elizabeth Brereton, Roy Brereton, Heather Love, Mike Love, Richard Marks, Vic Shuttlewood, Gill Williams, Sharon Nolan

2. **Minutes of previous meeting**

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

3. **Matters arising**

- Qwest had promised to do a deep clean once the building work for the lounge was complete
- wording for a sign for the gate had been agreed and a quote was awaited
- a high level bolt had been fitted to the reception/furniture store door
- there had been no contact from the Fete Committee

4. **Chairman's report**

- lettings for August were estimated at £1,382 (including £99 from CWaC); this compared to £1,329 (£87 from CWaC) in August 2015
- 22 mugs had been donated for the kitchen
- there had been enquiries from two people hoping to offer activities for pre-school children. One had withdrawn their interest but a decision by the other (story-telling activities) was awaited
- the Wednesday Club had relocated to the Small Room. Numbers were very low and unless they increased significantly for the new season in September the Club would close
- there had been a complaint about the state of the ovens and it was **agreed** the Chairman would arrange for them to be professionally cleaned

5. **Financial report**

- the **Treasurer** presented the financial statement for July. Actual lettings income totalled £10,252 with a further £1,406 invoiced but not yet received. A statement of the final actual expenditure for 2015/16 had been received from CWaC, together with an estimate for 2016/17. The Committee was due a refund of £1,146 for 2015/16 and this would be netted off the first payment for 2016/17, an invoice for which was awaited. The figures provided did not include any refund for surface water drainage and this was being pursued. The Andre Rieu concert film had been very successful with a profit of £446. The first interim payment had been made to Novus for the building work and a first claim had been submitted to WREN, payment of which was awaited. Total funds available were £45,712, of which approximately £32,500 was earmarked for the lounge improvements

6. **Improvement plans**

6.1 – **Lounge/bar progress**

RB's report on progress was received in his absence. The **Chairman** and **RB** had attended a site meeting to discuss variations and additional costs. A structural engineer had confirmed that the steel beam was adequate to take the weight of the folding doors; these had been ordered but could take up to 10 weeks from the date of order. To avoid additional costs for the external ramp/access the Committee would do some work themselves to remove kerbs. The new storeroom and caretaker's room were almost complete and it was hoped they could be brought into use before the rest of the work was completed. Fitting out of the space was discussed and it was **agreed**

- a) the **Chairman** should buy steel shelving for the caretaker's room at an estimated cost of £180;
- b) **SH** would ask Fine Fabrics to quote for curtains to match those in the Edna Rose Room (minus blackout linings) and to advise how they should be hung and the options for blinds to ensure privacy;

c) the **Chairman** would continue to research furniture which might be suitable and if possible identify a supplier sufficiently close for members of the Committee to visit their showroom. A properly measured plan of the space was needed so that the number and size of tables and chairs could be assessed

6.2 – Proposed store - update

A response from CWaC Planning to the request for pre-application advice was awaited. The **Secretary** would pursue progress on the lease/licence

7. Fire safety audit/risk assessment

Cheshire Fire and Rescue Service's fire safety audit report had been copied to Committee members together with the **Chairman's** first draft of a fire risk assessment. Successful fire evacuation drills had been carried out for Slimming World and Bingo and were recorded in a new record book to be kept in the kitchen. The **Chairman** had approached CWaC for help with the risk assessment but none was available

8. Marketing and publicity

SH presented a report by the sub-group set up to consider how to mark the opening of the new Lounge. It was **agreed** there would be a formal celebratory event on 4 November between 7.00 – 9.00 pm and the sub-group would undertake the detailed planning/preparation. Suggestions were made about who should open the event and the **Secretary** would approach the suggested individuals. There would also be several informal “open house” sessions, ideally in October, dates to be agreed (dependant on progress of the work). The total cost was estimated at a maximum of £350

9. Forthcoming and future events

- **Family/adult films, 23 September & 21 October** (titles to be advised)
- **Autumn Table Quiz, 30 September** (doors open 7.00 pm for 7.30 pm start). In addition to normal publicity **BE** would liaise with Margaret Dixon to contact groups which take part in the Village Quiz

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

10. Any other business

- **BH** reported on a useful training session he had attended for managers of buildings designated as Emergency Rest Centres. CWaC was reviewing its emergency plan and copies would be sent to designated buildings
- **LB** circulated a suggested feedback slip to enable users to comment on aspects of the Centre. It was **agreed** **LB** should arrange for a supply of suitable slips and a collecting box to be placed in the foyer on a trial basis

11. Date of next meeting

30 August 2016 (brought forward from September due to holidays)