

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.00 pm on Tuesday 2 May 2017

Present: Alan Wilkinson (Chairman), Jane Lush (Secretary), Ted Lush (Treasurer), Liz Brereton, Roy Brereton, Lyn Brunton, Pete Brunton, Bryan Evans, Heather Love, Mike Love, Janet Shuttlewood, Vic Shuttlewood, Pet Twigg (representing Tarvin Parish Council), Merryn Shaw (representing Ashton Hayes & Tarvin Flower Club), Sharon Nolan (representing Tarvin Gardening Society)

1. **Apologies** – Brian Hardacre, Sue Hardacre

2. **Minutes of previous meeting**

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

3. **Matters arising**

- the **Chairman** and **ML** had attended the Cheshire Community Action Village Halls Forum at Little Stanney on 26 April. No action by the Community Centre was recommended at the present time
- the Parish Council had agreed a grant of £1,200, which would be put towards the new shed
- work was ongoing to achieve Level 2 Hallmark accreditation

4. **Chairman's report**

- lettings for May were estimated at £3,377 (including £317 from CWaC and £640 for Ashton Hayes Theatre Club's May production); this compared to £3,059 in May 2016
- the Secretary had written to Qwest expressing concerns about the quality of cleaning, and improvements had been promised. The cleaning supervisor had been given viewer access to the booking calendar in order to schedule “deep cleaning”
- it was **agreed** to provide a bar and Pimms tent for the Fete on 10 June. The Methodist Church would be providing teas/refreshments in the Community Centre and would retain the takings, less an equivalent lettings charge
- it was **agreed in principle** to have a stall at the Christmas Market. **All members of the Committee** to think about the nature of the stall and put forward suggestions
- as part of the measures to achieve Level 2 Hallmark accreditation, food allergy signs had been put up in the kitchen. It was noted that the Committee's obligations for food safety related to occasions where the Committee itself sells food and drink; hirers were responsible for their own actions in this regard. Packaging should be kept so that information could be provided to customers. **PB** had agreed to renew his food hygiene certificate; **any other Committee members** wishing to do a food hygiene training course should let the Chairman know. Further signage was likely to be put up as part of Level 2 Hallmark
- minor repairs had been carried out to the noticeboard by the Playing Field

5. **Financial report**

- the **Treasurer** presented the audited Statement of Income and Expenditure and Balance Sheet for 2016/17 and these were adopted for presentation to the AGM
- there was no monthly financial statement but the **Treasurer** reported on the profit from recent events. The Cheshire Constabulary Brass Band concert had made £144 (after donation of £400 to Tarporley Hospital). “Sammy and the Snow Leopard” had made £72 and the film night £385

6. **Improvement plans**

6.1 – **External storage building - update**

A grant of £1,440 had been received from the Co-op. Planning permission was awaited, although there had been one objection to date

6.2 – Other future investment

SP Projects' report should be available shortly and would set out the work to be done, what professional/specialist expertise was needed and the estimated costs

7. Marketing and publicity

There was no report from **SH**, but **LB** had submitted a report about her social media activities and the film nights (to be circulated) The Committee expressed their appreciation of her and **PB**'s work

8. Forthcoming and future events

- “**Last Tango and Panto in Tarvin**” (AHTC show), **Tuesday 9 – Saturday 13 May**
- **Films - “The Boss Baby”/“The Viceroy's House”, 19 May (AW to run bar)**
 - “**Romeo and Juliet**” (live recorded ballet), **Sunday 21 May (RB to run bar)**
 - family film (tbc) + “**Their Finest**”, **23 June**
- “**Lightning under their Skirts**” (CRTA), **Friday 26 May** (tickets £10)

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

9. Any other business

CRTA had advised that from the Autumn 2017 season onwards, promoters would need to add 20% onto their ticket prices. The increase would be deemed to represent VAT and will be payable to CRTA in addition to the performers' fee and the share of the surplus. The guidance was not entirely clear and further clarification would be sought at the next promoters' meeting

10. Date of next meeting

Tuesday 6 June 2017 in the Edna Rose Room (apologies in advance from **EB** and **RB**)

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

11. Appointment of officers

The following were re-elected unopposed as officers:

Chairman – Alan Wilkinson

Secretary – Jane Lush

Treasurer – Ted Lush

There were no nominations for Vice-Chairman so the post remains vacant at present

Meeting closed 8.50 pm