

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.30 pm on Tuesday 4 April 2017

Present: Alan Wilkinson (Chairman), Jane Lush (Secretary), Ted Lush (Treasurer), Lyn Brunton, Bryan Evans, Brian Hardacre, Heather Love, Mike Love, Vic Shuttlewood, Richard Chaplin (representing Tarvin Civic Trust), Gill Williams (representing Tarvin WI)

1. **Apologies** – Liz Brereton, Roy Brereton, Sue Hardacre, Janet Shuttlewood, Sharon Nolan

2. **Minutes of previous meeting**

The minutes of the meeting held on 7 March 2017 were approved and signed as a correct record

3. **Matters arising**

There were no matters arising

4. **Chairman's report**

- lettings for April were estimated at £2,100 (including £44 from CWaC); this compared to £2,485 in April 2016. The reduction was not felt to be a cause for concern
- the new remote control-operated screen had been installed in the Hall at a total installation cost of £167. Operation of the screen was demonstrated to committee members at the end of the meeting
- the toilets and Hall had been repainted and the paintwork refreshed where necessary in the Edna Rose Room and foyer. Committee members and other volunteers were thanked for their help
- there was concern about the effectiveness of the new caretaking/cleaning regime, in particular the standard of cleaning of the floors and other surfaces. The **Treasurer** reported that he had done a check on a number of recent evenings and it seemed that the promised hours of work were being broadly adhered to. After discussion it was **agreed the Secretary** would write to Qwest expressing the Committee's continued dissatisfaction
- the **Chairman** was due to attend the next meeting of the Cheshire Community Action Village Halls Forum at Little Stanney on 26 April. The meeting would address employment law and the benefits of becoming a charitable incorporated organisation. **Any Committee member** interested in attending should let the Chairman know
- a number of roller cage trolleys had been acquired at no cost for use in the new shed

5. **Financial report**

- the **Treasurer** presented the latest financial statement. Actual lettings income to 31 March totalled £33,897 with a further £2,774 invoiced but not yet received. There was only one significantly old outstanding debt. The estimated service charge had been paid up to the end of March; there would need to be an adjustment after the year end to reflect the actual costs and to bring the percentage of costs payable up to 51%, but the final amount would be more than covered by lettings income. The March film night had made a profit of £566. Poor attendance at the Table Quiz had meant the event had been curtailed but it had not made a loss. Total funds available were £55,949, £38,556 of which was in the deposit account
- Ray Williams had agreed to audit the final accounts for 2016/17. The audited accounts would be presented to the Committee at its May meeting
- the Parish Council had been asked for a grant for 2017/18 and the **Chairman** would attend the next meeting of the Parish Council to speak in support of the request

6. **Hallmark accreditation scheme**

6.1 – Level 1

The official certificate had been received along with the formal Visitor's Report and recommendations for consideration by the Committee. There were a number of minor points which would be actioned by the **Secretary** and **Treasurer** as appropriate. The **Chairman and VS** were reviewing the current hiring agreement, a bookings policy and a possible user guide for hirers based

on that used by Upton Village Hall. It was **agreed** draft documents would be circulated to Committee members for comment when available

6.2 – Level 2

VS had circulated the checklist for Level 2, which focused on health and safety, licensing and building maintenance and security. Some aspects of this might prove difficult, especially in light of CWaC's responsibilities as landlord. **VS/Chairman** would work together to take this forward

7. Improvement plans

7.1 – External storage building - update

Building regulations approval had been received and planning permission was awaited. Landlord's permission had been granted for a removable canopy between the rear entrance and the shed

7.2 – Other future investment

a) **Hall/stage improvements** - SP Projects had confirmed that their initial report would cover a sketch scheme by the architect, a performance specification for mechanical/electrical aspects, a budget estimate and CDM review. This had been accepted and would now go ahead. Their fees for full implementation of the scheme would total £13,230 + VAT = £15,876. There was no commitment to full implementation at this stage as this would depend on the outcome of the preliminary work and availability of funding

b) **Landscaping/external signage** – landlord's permission had been granted but clarification was being sought over whether planning permission was needed for the signage. Once this was clarified a bid would be submitted to the Tesco's plastic bag fund

9. Marketing and publicity

- **BH** presented **SH's** report. Ticket sales were under way for a large number of forthcoming events. Sales were slow and **all Committee members** were urged to promote the events. The Cheshire Constabulary Brass Band concert had been advertised as ticket only but after discussion it was **agreed** tickets would also be available on the night. The Centre now had more than 420 Facebook friends. As well as selling tickets the Post Office had agreed to take the A-frame in at night, which was a great benefit. The new screen and projector had been publicised and it was **agreed** the Centre should be promoted to charities and other groups as a venue for business meetings

10. Forthcoming and future events

- **Cheshire Constabulary Brass Band and Corps of Drums, Friday 21 April**
- **“Sammy and the Snow Leopard” (CRTA), Saturday 22 April** at 4 pm (tickets £6 and £4)
- **Films - “The Lego Batman Movie”/“Lion”, 28 April**
 - **19 May** (films tbc) (**AW** to run bar)
 - **“Romeo and Juliet” (live recorded ballet), Sunday 21 May (RB** to run bar)
- **“Lightning under their Skirts” (CRTA), Friday 26 May** (tickets £10)

Following a trial run at “La La Land” it was **agreed** not to keep the bar open during the adult film, although it would be open in the intervals for the ballet film. Where there was a large attendance at an adult film it would be necessary to consider using the Edna Rose Room (with bar in the kitchen) again in order to accommodate numbers

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

11. Any other business

A letter had been received from the Speaker of the House of Commons inviting participation in Parliament Week in November 2017. It was **agreed** to take no action

12. Date of next meeting

Tuesday 2 May 2017 (Small Room) at earlier time of 7.00 pm, followed by AGM (Lounge) at 7.30 pm

Meeting closed 8.50 pm