

# Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre on Tuesday 5 July 2016

Present: Alan Wilkinson (Chairman), Jane Lush (Secretary), Ted Lush (Treasurer), Lyn Brunton, Pete Brunton, Bryan Evans, Brian Hardacre, Heather Love, Mike Love, Richard Marks, Jo Richards, Sue Hardacre (representing Tarvin Parish Council), Gill Williams (representing Tarvin WI), John Daines (representing Tarvin Civic Trust), Sharon Nolan (representing Tarvin Gardening Society & Ashton Hayes and Tarvin Flower Club)

Also in attendance for part of the meeting were 4 residents of Hockenhull Lane

## 1. **Apologies** – Elizabeth Brereton, Roy Brereton, Judith Laing, Janet Shuttlewood, Vic Shuttlewood

## 2. **Minutes of previous meeting**

The minutes of the meeting held on 7 June 2016 were approved as a correct record

## 3. **Improvement plans – proposed store**

The **Chairman** explained the reason for the proposal and clarified that the building would be of timber not brick. Permission had been sought from CWaC as landlord who were considering the request; it was likely some form of licence would be required, supplementary to the main lease. CWaC's planners had advised that planning permission would be needed and the Secretary had submitted a request for pre-application advice. Those residents attending the meeting were shown the site and confirmed they had no objection provided no conifers were planted

## 4. **Matters arising**

Cheshire Fire and Rescue Service's fire safety audit report would be copied to Committee members together with the Chairman's first draft of a fire risk assessment, for discussion at the next meeting

## 5. **Chairman's report**

- lettings for July were estimated at £2,278 (including £177 from CWaC); this compared to £2,041 (£120 from CWaC) in July 2015
- the **Secretary** and **Chairman** outlined the provisions of the premises licence. This gave the opening hours of the building as 9.00 am to midnight. Regulated entertainment (dancing, music etc.) was licensed between 10.00 am and midnight. Alcohol sales were licensed between 10.00 am and 11.30 pm, with an extension to midnight on New Year's Eve. It was **agreed** that bookings needed to accord with these hours i.e. events to end no later than 12 midnight with the building being cleared immediately, 30 mins clearing up time allowed and the site locked up no later than 12.30 am
- there had been some issues re the cleaning standards. The current caretaker had been working very unsocial hours but should soon revert to more normal hours (7.00 – 10.00 am) which would allow more contact with Committee members
- children were entering the reception/furniture store, in particular to change for ballet. This was felt to be unsafe and the Chairman would fit a high level bolt to prevent children accessing the room

## 6. **Financial report**

- the **Treasurer** presented the financial statement for June, including a statement of income and expenditure for the Summer Fete. Actual lettings income totalled £7,619 with a further £3,240 invoiced but not yet received. Bills from CWaC for the first two quarters' service charge were still awaited, as was the final year end adjustment for 2015/16. "Boxy and Sticky" had made a loss due to low attendance numbers, but the film night had made a profit of £252. The final profit on the Summer Fete was £2,501 (including expenditure and income in 2015/16). Total funds available were £68,818, of which approximately £32,500 was earmarked for the lounge improvements
- the **Secretary** presented a report on hiring fees. It was **agreed** that initially the rates for the Lounge would be the same as for the Edna Rose Room, and the combined Hall/Lounge rates would be the same as for the Hall + Edna Rose Room. These rates would be reviewed later in the year in the light of the actual letting experience

## **7. Improvement plans – Lounge/bar progress**

Work had begun on 13 June and was going well. Some adjustments had been necessary to the plans, including the realignment of the disabled toilet. It was **agreed** the **Chairman** should investigate a suitable glass washer, but that a water boiler was not needed. Existing crockery, cutlery etc. would be sufficient initially. The contractors would put an opaque covering on the new toilet window. Blinds and/or curtains would be discussed at a future meeting. It was noted that the contractors had been very pleasant and co-operative

## **8. Marketing and publicity**

**SH** presented her report. “Boxy and Sticky” had been enjoyed by its audience. Ticket sales for Andre Rieu were steady (approx. 36 to date) and it was **agreed** to decorate the Hall with bunting and sell sparkling wine on the bar. **SH/JS/the Secretary** had discussed the forthcoming CRTA programme and had submitted their choices; the choice of shows and dates had been limited and it had not been possible to select a children's show although one might become available. It was **agreed** to form a sub-group to discuss a celebratory opening event for the new Lounge (date to be agreed) and **SH** will coordinate this; it was noted that the Woodland Trust were planning an event in the autumn and it might be appropriate to coordinate the two. A new A-frame had been obtained from the Post Office

## **9. Summer Fete**

Comments on what had worked well/less well and what might be considered for the future had been circulated by the **Treasurer** and by **SH**. Virtually all the income and expenditure was now in and the final profit to the Community Centre was approximately £2,500, although **JR** stressed that other groups and charities including St Andrews Church and the Scouts had also raised significant amounts. The event had been very successful and popular and gave a platform to many village organisations. **JR** confirmed that she intended to stand down from organising the Fete and the Committee expressed their gratitude and appreciation of her hard work over the past three years. **JR** also expressed her thanks to Committee members for their help and support. The Fete organising committee would be meeting shortly to review the event and consider the way forward. It was **agreed** to await an approach by the Fete committee and/or the Scouts about the future of the event

## **10. Charity Commission**

- the Trustees Annual Report to the Charity Commission for 2015/6 had been circulated prior to the meeting. The report was **agreed** by the Committee and signed by the Chairman and Secretary
- the **Secretary** presented a report outlining the role of Committee members as Trustees under the terms of the constitution. A declaration accepting their role was circulated for members to sign and return to the secretary. All Committee members would then be listed as trustees on the Charity Commission website

## **11. Forthcoming and future events**

- **Andre Rieu concert film, 24 July** (doors open 2.15pm for 3.00 pm start. Help needed with setting up from 11.00 am)
- **Autumn Table Quiz, 30 September** (doors open 7.00 pm for 7.30 pm start. BE/Secretary to liaise re questions)

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

## **12. Any other business**

- a No Smoking sign had been obtained and the Chairman would put it in place. It was **agreed** to tell users that CWA/C did not allow vaping on the premises
- there had been issues re the gates being blocked by parked cars and **ML** **agreed** to formulate the wording for a sign to be fixed to the gates

## **13. Date of next meeting**

2 August 2016 (Apologies in advance from **HL, ML**)