

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.30 pm on Tuesday 6 September 2017

Present: Jane Lush (Secretary), Ted Lush (Treasurer), Liz Brereton, Lyn Brunton, Bryan Evans, Sue Hardacre, Brian Hardacre, Heather Love, Mike Love, Janet Shuttlewood, Vic Shuttlewood, Merryn Shaw (representing Ashton Hayes & Tarvin Flower Club), Sharon Nolan (representing Tarvin Gardening Society), Gill Williams (representing Tarvin WI), Tony Bland (representing Tarvin Civic Trust)

In the Chairman's absence Sue Hardacre chaired the meeting

1. **Apologies** – Roy Brereton, Pet Twigg, Alan Wilkinson

2. **Minutes of previous meeting**

The minutes of the meeting held on 1 August 2017 were approved and signed as a correct record

3. **Matters arising**

- the advertisement for a new caretaker was awaited; Qwest had said it would be published in September and a copy given to the Committee so it could promote the job locally. Qwest contact numbers would soon be circulated to Committee members. The floor buffing machine had been moved to another site but a replacement was promised
- the grant from the George Heath Foundation was awaited and a formal letter of thanks would be sent once it had been received

4. **Chairman's report**

- lettings for September were estimated at £2,924 (including £281 from CWaC); this compared to £2,403 in September 2016
- the hot water boiler had developed a leak and had been repaired so was now back in use
- repairs to the Hall ceiling lights had been carried out by CWaC/Qwest
- the planned Italian course had failed to attract enough takers and would not now run. There had been an enquiry about a baby sensory course but no suitable slot had yet been found

5. **Financial report**

the **Treasurer** presented the monthly financial statement. Lettings to date totalled £12,379 with a further £363 invoiced for the current year but not yet received. The final account from CWaC for 2016/17 was still awaited and CWaC would again be reminded; once received the amount payable for 2017/18 would also be adjusted. The annual insurance premium had increased to £1,020 to reflect the investment that had taken place in the Centre; it would be advisable to retender next year. No events had taken place during August. Total funds available were £59,502, of which around £12,500 was committed for the shed and signage; upwards of £30,000 was therefore available for further improvements to the Hall/stage

- it was **agreed** to renew the lottery licence at a cost of £20

6. **Trustees' Annual Report 2016/17**

The **Secretary** presented the draft Trustees' Annual Report for the previous financial year. The Report was **agreed** for submission to the Charities Commission

7. **Hallmark accreditation scheme**

Preparations for Level 2 were now complete and a date for the assessment visit was awaited. One of the sinks in the kitchen had now been labelled as for hand wash only but it remained to be seen if this would meet the hygiene requirement; if not, some adaptation works might be needed

8. **Improvement plans**

- details of the works programme for the storage shed were awaited from the contractor

- a report was presented from **RB** re the proposed Hall/stage improvements. A subgroup had been established comprising the Chairman, Secretary and RB. Their recommendations would be circulated in advance of the October meeting, for discussion at that meeting
- the new signage was due to be erected during September

9. Marketing and publicity

- **SH** presented a report on the CRTA promoters' meeting which she and **BH** had attended.
- **SH** had met with Hand in Hand Theatre (a Wirral-based theatre company), who wished to put on a show at the Centre. After discussion it was **agreed** there would be a matinee performance of two one-act plays on Saturday 27 January, with box office proceeds split 70:30 between the company and the Centre.
- Concern was expressed about the amount of publicity some hirers seemed to expect the Committee to put on for their events

10 Forthcoming and future events

- **Film night "Despicable Me 3"/"Dunkirk", Friday 22 September**
 - **Chameleon Fashion Show, Friday 29 September** (5 tickets sold to date; further publicity flyers had been printed) **All committee members** to promote the event
 - **Table Quiz, Friday 6 October** (£10 for a table of up to 6 people, or £2 per individual). Several village organisations had agreed to enter teams. Publicity would ask those interested to get in touch with **BE** to reserve a table. **All committee members** to encourage groups to which they belonged to enter
- It was agreed in principle to hold a table top sale in February, probably on a Sunday morning. **HL** would report back to the next meeting on how it should be run

A schedule of forthcoming events had been circulated in advance of the meeting. Where more than one person had volunteered to cover the event they needed to agree between themselves who should provide cover

11. Any other business

- the Horticultural Show had been a great success and very well attended. It was noted that a couple of tables had been inaccessible
- a picnic table belonging to the Parish Council was being temporarily stored in the Hall. The Parish Council had agreed to remove it to the rear of the Centre, pending installation (removal probably to take place on Monday 11 September)
- it was likely that the defibrillator would be deregistered by the Ambulance Service as it was not accessible at all times. The Parish Council was proposing to buy a new machine for installation (subject to agreement) on the outside of the Scout Hut. It was **agreed** that the Parish Council needed to clarify whether it would be possible to leave the current machine in situ for use primarily by users of the Centre

12. Date of next meeting

Tuesday 3 October 2017 (Small Room)

Meeting closed 8.45 pm