

Tarvin Community Centre Committee of Management

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

Present: Alan Wilkinson (Chairman), Jane Lush (Secretary), Ted Lush (Treasurer), Lyn Brunton, Bryan Evans, Brian Hardacre, Sue Hardacre, Merryn Shaw (representing Ashton Hayes & Tarvin Flower Club), Gill Williams (representing Tarvin WI), Ian Griffiths (representing Tarvin Civic Trust)

1. **Apologies** – Liz Brereton, Roy Brereton, Heather Love, Mike Love, Janet Shuttlewood, Vic Shuttlewood, Pet Twigg, Sharon Nolan

2. **Minutes of previous meeting**

The minutes of the meeting held on 2 May 2017 were approved and signed as a correct record

3. **Matters arising**

None

4. **Chairman's report**

– lettings for June were estimated at £3,142 (including £704 from CWaC); this compared to £3,264 in June 2016. Total lettings income for April-June 2017 was down 2% over 2016, mainly due to the loss or reduction in hours of some regular bookings. Adult party bookings were increasing and there was no real cause for concern about the drop in income

– one toilet seat had been broken and replaced at a cost of £10. The noticeboard adjoining the Playing Field had been mended at a cost of £17 but had been damaged again. It was **agreed LB** would investigate using an alternative material for the front of the board. Tarvin Community Woodland Trust was understood to be getting new noticeboards and **BE agreed** to speak to the Trust to see whether the old boards might be available for reuse

– arrangements for the bar/sale of Pimms at the Fete would be discussed at the end of the meeting

– the stall had been booked at the Christmas Market. It was **agreed** this would be a book stall + sale of Christmas quiz

5. **Financial report**

The **Treasurer** presented the monthly financial statement. Lettings to date totalled £2,783 with a further £1,740 invoiced for the current year but not yet received; some lettings income remained outstanding from before 1 April and the Treasurer would chase all outstanding debts. A final account from CWaC for 2016/17 was still awaited. All the May events had made a good profit: the film night on 19 May had made £364, “Romeo and Juliet” £253 and “Lightning under their Skirts” £395. A grant of £1,200 had been received from the Parish Council. Total funds available were £59,249

6. **Hallmark accreditation scheme**

VS was continuing to work on the requirements for Level 2, and was due to attend a course to carry out PAT testing on electrical appliances (using testing equipment hired from Cheshire Community Action)

7. **Improvement plans**

7.1 – **External storage building - update**

Planning permission had been received, subject to a requirement to submit a scheme for tree/shrub planting for approval before any work began. The **Chairman** had sought advice from the Woodland Trust and this was awaited. One initial quote had been received for groundworks (including laying the concrete base for the building) but further quotes were being sought

7.2 – **Major improvement scheme, hall/stage - update**

SP Projects had provided a cost plan which totalled £196,814 including VAT (plus their fees previously quoted at £15,876). RB was talking to them about breaking the work down into phases

7.3 – Other

The planning authority had confirmed that the proposed external signage did not need planning permission. It was **agreed** the **Chairman** would obtain a quote and report back. The **Chairman** would talk to the George Heath Foundation about whether they would be interested in sponsoring any of the proposed landscaping improvements previously discussed

8. Marketing and publicity

SH presented her report, in which she reviewed the past two months' events. The number of events had put a lot of pressure on the committee, particularly on **SH and LB**. Attendances had generally exceeded expectations, but there were concerns about both the CRTA shows, which had been fed back to CRTA. The issue of VAT on CRTA shows remained unresolved; the committee's share of the proceeds from these shows was bound to fall, but it would be unwise to try to raise ticket prices, at least for the first twelve months. In the autumn there would be a children's show "Tales of Birbal"; choices for the adult show had been submitted and a decision was awaited. The pantomime had been booked for 2 December. It was **agreed** to arrange an autumn table quiz for 8 September and further thought would be given to adding value/varying the format to attract more participants. Tarvinonline was still looking into streaming content on television screens and **BH** would report back on any developments. **LB** reported on her successful use of Twitter for recent shows and on the flyers listing forthcoming events, which had proved popular and would be continued (cost £17)

9. Forthcoming and future events

- **Fete, Saturday 10 June** (Bar/Pimm's)
 - **Films - "Smurfs: The Lost Village"/"Their Finest", Saturday 23 June** (NB **EJL/JL** not available to run bar)
 - **Table Quiz, Friday 8 September** (see above)
- Autumn film dates to be confirmed

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

Chester Voluntary Action was organising a sponsored charity walk in Chester on 1 October and the **Chairman** would circulate details

10. Any other business

None

11. Date of next meeting

Tuesday 4 July 2017 (**SH** to chair in the Chairman's absence)

Meeting closed 9.00 pm