

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre on Tuesday 7 June 2016

Present: Alan Wilkinson (Chairman), Jane Lush (Secretary), Ted Lush (Treasurer), Elizabeth Brereton, Roy Brereton, Lyn Brunton, Pete Brunton, Bryan Evans, Heather Love, Mike Love, Richard Marks, Jo Richards, Janet Shuttlewood, Vic Shuttlewood, Tony Bland (representing Tarvin Civic Trust)

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

2. **Minutes of previous meeting**

The minutes of the meeting held on 10 May 2016 were approved as a correct record

3. **Matters arising**

- refurbishment of the sound and lighting systems was complete, with additional speakers and LED lights and a repaired hearing loop

- there had been no feedback yet from the Cheshire Fire and Rescue Service. Work was in hand to produce a fire risk assessment

4. **Chairman's report**

- lettings for June were estimated at £3,309 (including £480 from CWaC); this compared to £2,841 (£359 from CWaC) in June 2015. Total estimated lettings income for January – June 2016 was £17,177, up from £14,368 in 2015
- hire charges needed to be agreed for the new lounge and it was **agreed** the **Treasurer and Secretary** would bring proposals to the next meeting
- it was suggested that hirers with events finishing beyond 11.00 pm be required to pay a supplement for security/late locking up. After discussion it was **agreed** the **Secretary** would prepare a report covering details of the licence for the next meeting
- it was **agreed** to buy three lightweight folding tables (Gopak or similar) to match the existing long tables but smaller, for use in the Small Room, at an estimated cost of £270
- CWaC had installed new direction signs at the junction of Crossfields/Meadow Close
- the hedge adjoining the office car park entrance had been cut back to improve visibility. Some tree pruning had been done to allow the Fete procession easier passage
- a recent booking had required the **Chairman** and **VS** to set up IT facilities for the hirer. There was a need to spread the necessary expertise more widely and it was **agreed** to hold a training session on 10 June at 2.00 pm (**RB, BE** and **ML** to attend)
- the **Chairman** had produced a sketch plan for a temporary storage building behind the Community Centre, which would require removal of some shrubbery and one tree. The initial estimate of cost was approximately £5,000. It was **agreed** to commission d2 Design to prepare architect's drawings to enable formal consultation to take place with CWaC, the Parish Council and neighbours
- a “No Smoking” policy applied to the whole site including the grounds and the **Chairman** would arrange for a suitable sign to be put up on the outside of the building
- Cheshire Community Action was hosting a community buildings suppliers' fair on 29 June. It was **agreed** not to attend
- during the hot weather **committee members** were asked to water the planters outside the entrance

5. **Financial report**

The **Treasurer** presented the financial statement for May. Actual lettings income totalled £2,890 with a further £959 which had been invoiced but not yet received. An accurate bill from CWaC for the first quarter's service charge was still awaited, as was the final year end adjustment for 2015/16. Events in May had been successful and total funds available were £62,051, of which approximately £32,500 was earmarked for the lounge improvements

6. Improvement plans – update

The formal funding agreement had been received from WREN and signed by the Chairman. **RB** reported that he had informed the quantity surveyors and had also spoken to the contractor but was awaiting confirmation of a start date, which was expected to be within the next four weeks. Once a start date was confirmed a working party would be arranged to clear the back room

7. Marketing and publicity

Nothing to report.

8. Summer Fete

JR presented her report. The road closure signs were in place and notices had been delivered to the affected homes. The procession would include a marching band, army cadets and decorated Minis. The Deputy Mayor would open the Fete. There would be two bands playing during the afternoon and the Town Crier would act as MC for at least some of the time. Staffing of some of the attractions remained an issue and further help was still being sought. Door-to-door sale of programmes had begun and committee members reported they were going well. The fundraising tea party on 25 May had raised just over £90. A photographer had been arranged

9. Indoor sports

A letter had been received from the Tarvin Neighbourhood Plan Steering Group asking if the Committee would be willing to allow badminton or basketball to take place in the Centre, should there be the demand. After discussion it was **agreed** there was no objection to badminton or to marking out a court in the Hall, but the risk of damage from basketball would be too great. It was also noted that finding a suitable available booking slot might be a problem. The **Secretary** would reply to the letter

10. Forthcoming and future events

- **Summer Fete, 18 June**
- **Films, 24 June - “Zootropolis” and “Florence Foster Jenkins”** (NB final films of the 2015/16 season)
- **“Boxy and Sticky”, 4.00 pm, 27 June** (CRTA show for age 2-6)

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

The new CRTA programme was available and the **Secretary/JS** would attend the promoters' meeting on 22 June. It was **agreed** to schedule an Autumn table quiz once the dates of the CRTA show(s) were known

11. Any other business

- **LB** presented details of the cost of mugs with the Community Centre logo from various suppliers. 144 ceramic mugs would cost approximately £400. It was **agreed** to defer a decision until after the lounge improvement works were complete
- there was a discussion about dogs in the grounds and it was **agreed** that the Committee had no policy on this and that it was not aware of any CWaC policy

12. Date of next meeting

5 July 2016

(Apologies in advance from **EB, RB, JS, VS**)