

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre on Tuesday 30 August 2016

Present: Alan Wilkinson (Chairman), Jane Lush (Secretary), Ted Lush (Treasurer), Elizabeth Brereton, Roy Brereton, Lyn Brunton, Pete Brunton, Bryan Evans, Mike Love, Janet Shuttlewood, Sue Hardacre (representing Tarvin Parish Council), June Pughe (representing Tarvin Civic Trust), Gill Williams (representing Tarvin WI)

1. **Apologies** – Brian Hardacre, Heather Love, Vic Shuttlewood,, Sharon Nolan

2. **Minutes of previous meeting**

The minutes of the meeting held on 2 August 2016 were approved as a correct record

3. **Matters arising**

- a sign about car parking had been fixed adjacent to the gate
- arrangements had been made to have the ovens cleaned
- the fitting out of the caretaker's room was complete
- following a visit to the manufacturers the lounge furniture had been ordered

4. **Chairman's report**

- lettings for September were estimated at £2,429 (including £166 from CWaC); this compared to £3,087 (£238 from CWaC) in September 2015, when there had been several one-off bookings. Bookings were now starting to come in for 2017
- the caretaker was still working unsocial hours and had been off sick recently, with temporary cover provided. **All committee members** were asked to remedy any issues they noted when visiting the Centre or to report them to the Chairman
- the new furniture storeroom was now stacked with tables, chairs, mats and bins. A permanent home for the piano remained to be agreed
- it was **agreed** the **Chairman** should buy 96 forks and 60 teaspoons at an estimated cost of £30
- there had been an issue with the overhead projector switching itself off if not used, leading to a delay before it could be switched back on again. The possibility of extending the period before this happened was being investigated
- the list of hirers and their assigned committee liaison person would be circulated so that **all committee members** could agree, request changes or volunteer to take on new responsibilities
- **all committee members** were asked to help clean the Hall and stage on Sunday 11 September from 10.00 am

5. **Financial report**

The **Treasurer** presented the financial statement for August. Actual lettings income totalled £11,992 with a further £501 invoiced but not yet received. Since the date of the statement an invoice had been received from CWaC for £15,480 for the service charge for April – December 2016, including an adjustment for the overpayment in 2015/16, and this had been paid. The invoice did not include any refund for surface water drainage, which was still under investigation, and did not reflect the increased percentage share of costs (from 46% to a suggested 51%) based on the occupation of the former Children's Centre space. Expenditure to date on the new lounge etc included the first interim payment to Novus (£20,112) and advance payment for lounge furniture (£4,242). Grant payments totalling £20,435 had been received from WREN. Since the date of the statement £12,000 had been moved from the deposit account to ensure there were sufficient funds to cover upcoming expenses. Total funds available were £61,869, of which approximately £32,500 was earmarked for the lounge improvements

6. Improvement plans

6.1 – Lounge/bar progress

RB reported on progress. The ramp was complete and the main outstanding items were the bar top (due to be installed this week) and folding doors. The projected completion date was now 7 October. A second interim invoice totalling approximately £26,000 would be received very shortly. The **Chairman** had ordered a soap dispenser and toilet roll holder for the new toilet. The contractors would be reminded to fix a obscuring film to the toilet window. It was **agreed SH** would order the curtains and blinds from Fine Fabrics (fabric to match those in the Edna Rose Room) at an estimated cost of £1,240

6.2 – Proposed store - update

The **Secretary** reported on CwaC's response to the planning pre-application enquiry. Planning permission would be required. There was no objection in principle to the proposal but any application would need to specify the period for the building to remain on site and permission would be granted for that period only. Matching materials to the main building would usually be required but an exception could be made for a temporary building. There was concern about the proposed removal of shrubs and a tree. After discussion it was **agreed**

- a) the **Chairman** would ask d2 Design if they could produce drawings suitable for a planning/building regulations application
- b) the **Secretary** would ask CWaC for a formal licence for the site

7. Marketing and publicity

SH gave a verbal report. The A-frame was now in use again after the summer lull. Arrangements for the CRTA play “Mrs Roosevelt” were in hand with tickets for sale on Ticketsource. In **SH**'s absence on holiday most publicity duties would be delegated to **LB**; the **Secretary** would be the contact for “Mrs Roosevelt”

8. Forthcoming and future events

- **Family/adult films - “Secret Life of Pets”/”Absolutely Fabulous”, 23 September - 21 October** (titles to be advised)
- **Autumn Table Quiz, 30 September** (doors open 7.00 pm for 7.30 pm start)
- **“Mrs Roosevelt Flies to London” (CRTA), 29 October**

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

9. Any other business

None

10. Date of next meeting

4 October 2016