

## Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre on Tuesday 4 October 2016

Present: Alan Wilkinson (Chairman), Jane Lush (Secretary), Ted Lush (Treasurer), Elizabeth Brereton, Lyn Brunton, Pete Brunton, Bryan Evans, Heather Love, Mike Love, Richard Marks, Janet Shuttlewood, Sue Hardacre (representing Tarvin Parish Council), Sam Griffin (representing Tarvin Civic Trust), Sharon Nolan (representing Tarvin Gardening Society/Ashton Hayes and Tarvin Flower Club)

1. **Apologies** – Roy Brereton, Brian Hardacre, Vic Shuttlewood

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

The minutes of the meeting held on 30 August 2016 were approved as a correct record

### 3. **Matters arising**

- the ovens in the kitchen had been cleaned
- new forks and teaspoons had been bought at a cost of £22.31
- the lounge furniture had been received

### 4. **Chairman's report**

- lettings for October were estimated at £2,770 (including £176 from CWaC); this compared to £2,434 (£330 from CWaC) in October 2015
- a new committee responsibility list had been circulated with the object of reducing the Chairman's workload. **Committee members** named on the list were asked to liaise with their groups and ensure their requirements were covered
- the period after which the overhead projector would switch itself off if not used had been extended to its maximum (60 mins.) and the Clerk to the Parish Council advised accordingly
- the portable projector had failed during the Quiz Night and was being repaired
- following discovery of a water leak under the stage Qwest would be replacing the pipework between 12 noon on Saturday 15 October and 11.00 am on Monday 17 October. **RB** would be the Qwest contact and **all available committee members** were asked to help in clearing the space under the stage and then putting everything back
- the foul drains had blocked over the weekend but Qwest had responded immediately and sent a contractor to clear them on Monday 3 October. The Chairman would report every blockage rather than rodding the drains directly, so Qwest appreciated the problem. The Treasurer would again report to CWaC the issue of the designation of the building on the Qwest system (still described as school/children's centre)
- the Wednesday Club had ceased to operate. Karate was not currently meeting but hoped to restart in early 2017
- a stall had been booked at the Christmas Festival, at a cost of £13.50

### 5. **Financial report**

The **Treasurer** presented the financial statement for September. Actual lettings income totalled £14,713 with a further £3,271 invoiced but not yet received. Expenditure to date on the new lounge etc. now included the second interim payment to Novus (£26,734). A second grant claim for £20,760 had been submitted to WREN and payment was awaited. The first film night of the season had made £251 and the Autumn Quiz (not included in the statement) £182. Total funds available were £55,275

### 6. **Improvement plans**

#### 6.1 – **Lounge/bar progress**

**RB** report on progress was received in his absence. A site meeting would take place next week between **RB**, Novus and Simon Hughes of SP Projects (the new QS liaison). The meeting would confirm completion of the project and start of a 12-month rectification period, identify any outstanding or unacceptable work and aim to agree the final account for certification (less 2.5%

retention). The doors had been hung. A cleaning session had taken place on the morning of 4 October and the glass washer had been installed. The curtains and blinds were due to be fitted on Friday 7 October (**Secretary** and **LB** to be present); the curtain fitters would also be asked to let out the gathers on the Edna Rose Room curtains so that they met properly. Payment of the second grant instalment by WREN was still awaited (see above) and the **Secretary** would pursue this. The **Chairman** had bought new glass flutes and plastic glass mats for the top of the bar (total cost £42.95) and additional keys to the back door for committee members. The first use of the new space for a Committee event would be the October film night. It was **agreed** that until after the official opening on 4 November hirers would be allowed to use the new space at no additional cost, so as to promote its availability

## 6.2 – Proposed store - update

d2 Design had been asked to produce drawings suitable for a planning/building regulations application. Progress from CWaC re a licence was awaited

## 7. Marketing and publicity

**SH** presented her report. The Community Centre was one of three local charities due to benefit from the Co-op's relaunched membership scheme, under which 1% of the value of Co-op branded goods bought by Co-op members would go to charity, as would money from the sale of plastic bags. Members could choose which charity to support, or the money would be divided equally between the three charities. Committee members were asked to encourage local people to sign up and to support the Community Centre. To date around £560 (mainly from plastic bags) had been accumulated. Now that the Lounge was almost complete **SH** had drafted a press release and **LB/the Secretary agreed** to take this forward (including getting approval from Richard Smith of WREN). The formal opening would be on 4 November and **LB** was preparing the invitations. An informal open day(s) was thought unnecessary as forthcoming events would allow people to see the new space in use. The CRTA play "Mrs Roosevelt" would take place on 29 October and **all committee members** were urged to promote the sale of tickets

## 8. Forthcoming and future events

- **Family/adult films - "Finding Dory"/"Cafe Society", 21 October**
- **25 November** (titles tba)
- **"Christmas with Andre Rieu", 3.00 pm, 27 November**

### **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

The **Secretary** circulated the proposed wording of a letter to CWaC regarding use of the Community Centre for activities for children aged under 5 and their families, as a prerequisite to the lease extension for the former Children's Centre space. The letter promised to provide CWaC with details on request of all such activities, and to facilitate further such activities subject to normal conditions of hire and provided this was not to the detriment of the use/sustainability of the Centre. The wording was **agreed**

## 10. Date of next meeting

8 November 2016