

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre on Tuesday 8 November 2016

Present: Alan Wilkinson (Chairman), Jane Lush (Secretary), Ted Lush (Treasurer), Elizabeth Brereton, Roy Brereton, Lyn Brunton, Bryan Evans, Heather Love, Mike Love, Janet Shuttlewood, Mark Wyatt (representing Tarvin Civic Trust), Sharon Nolan (representing Tarvin Gardening Society/Ashton Hayes and Tarvin Flower Club)

1. **Apologies** – Peter Brunton, Brian Hardacre, Sue Hardacre, Richard Marks, Vic Shuttlewood

2. **Minutes of previous meeting**

The Tarvin Civic Trust representative at the meeting held on 4 October 2016 had been Ian Griffith. The minutes of the meeting were approved as a correct record

3. **Matters arising**

- the portable projector had been mended but had a limited life. It was **agreed the Chairman** would look into the cost of a new projector for the Edna Rose Room, with the existing one becoming the portable projector
- CWaC's contractors had replaced the pipework under the stage
- Karate would restart on 20 November, initially for only 1 hour, increasing to 2 hours in January

4. **Chairman's report**

- lettings for November were estimated at £3,201 (including £312 from CWaC); this compared to £3,225 (£192 from CWaC) in November 2015. The suspension of Karate accounted for the fall. Bookings were very buoyant with some party requests having to be turned down
- the Fete Committee was intending to run the 2017 Fete as a separate entity with its own bank account, but was suggesting that the Community Centre continue to provide activities on the Centre grounds and retain the profits. After discussion it was **agreed the Chairman** would seek an informal meeting to clarify the proposed arrangements, including the level of exclusivity on offer
- the Chairman and Secretary had met Donna McDonough of Qwest to express concerns about the quality of the caretaking service. She had apologised for the problems which were caused by staffing issues but had said she hoped shortly to recruit a new team. Following the meeting a proposed schedule of duties had been provided to Qwest and a reply was awaited
- 10 old stacking tables were surplus to requirements and would be disposed of
- it was **agreed** to move the Christmas decorations out from under the stage on Monday 21 November. If necessary new items would then be bought at an **agreed** maximum cost of £200. The decorations would be put up on the afternoon of Friday 25 November
- Heather Exell had provided an additional planted flower tub which had been placed by the front door. It was **agreed the Secretary** would write and thank her
- it was **agreed** to allow the Football Club to site a mobile burger bar in the car park on the evening of 9 December. The Club would be asked to ensure no rubbish was left on the site
- a revised list of hire charges covering every combination of the available rooms was **agreed** and would be posted on the website and in the foyer. It was **agreed** a) the Lounge would not be made available for children's parties; b) if the Committee provided a bar for an event and retained the takings there would be no charge for the Lounge
- it was **agreed** the Committee would not enter a team in the Village Quiz
- the three Lounge chairs which had gone away for repair were due to be returned on 9 November

5. **Financial report**

The **Treasurer** presented the financial statement for October. Actual lettings income totalled £17,303 with a further £1,596 invoiced but not yet received. Food and drink for the Lounge opening event had cost £190 with some further expenses still to be claimed. The second grant instalment had been received from WREN; a final claim would be submitted before the end of the month. The film night had made £189 and "Mrs Roosevelt Flies to London" £203. Total funds available were £47,800

6. Improvement plans

6.1 – Lounge/bar progress

RB reported on progress. A final site meeting had confirmed completion of the project and the start of a 12-month rectification period. The QS had issued their final certificate for £54,816 (excl. VAT); this compared to the original tender price of £53,737 i.e. an additional cost of £1,079. Final invoices had been received from Novus and **the Secretary** and **RB** would check the treatment of VAT before payment. There would be a 2.5% retention in case of rectification.

6.2 – Proposed store - update

Plans for a planning/building regulations application were still awaited from the architect. Paula Maccabee of CWaC had said she hoped licence to erect a temporary building on the grounds to the rear of the main building could be included in the supplementary lease now in preparation

7. Marketing and publicity

LB presented a report. The film “Cafe Society” had been poorly attended but overall the evening had made a profit. “Mrs Roosevelt Flies to London” had been very well received with almost 60 tickets sold. The Lounge opening ceremony had gone well with many compliments for the improvements, and thanks were due to Irene Wilkinson for preparing the buffet; pictures would be posted on the website and Facebook shortly. The next film night would be followed by the Andre Rieu Christmas concert film on Sunday 27 November, for which the Centre would be decorated for Christmas (see item 4 above); tickets were already selling, as were tickets for the pantomime “Sleeping Beauty” on 3 December. The initial pantomime posters showed the wrong date but were being amended. **The Secretary** reported that the advertisement in *Tarporley Talk* for the pantomime and Christmas Market had not shown the ticket prices; it would appear again in the December edition with the correct information. **LB** had met the Chair of the Primary School PTA and the new owners of Sunshine Day Nursery, with a view to promoting Community Centre events and avoiding a clash of dates. Two local residents who had expressed an interest in joining the Committee and/or helping at events would be invited to the January meeting

8. Forthcoming and future events

– **Family/adult films - “Storks”/”Bridget Jones's Baby”, 25 November**

– **“Christmas with Andre Rieu”, 3.00 pm, 27 November**

– **16 December (children's film only, tba)**

- future events included the Cheshire Constabulary Brass Band and Corps of Drums on 21 April 2017 (profits to be shared with Tarporley War Memorial Hospital; no fee but a donation to the Band)

All committee members were asked to think about a possible “big event” for 2017

- the spring programme of CRTA shows had been received and it was **agreed** that **the Secretary** and **JS** would attend a promoters' meeting at Tatton Park on 16 November at 2 pm

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

9. Any other business

– Former Chairman Stuart McNeil had expressed disappointment at parts of the Chairman's speech at the Lounge opening ceremony. **The Secretary** would write to him and apologise

– some hirers appeared to have unrealistic expectations about how much setting up would be provided for their event. It was **agreed** that volunteering to open/lock up should not imply significant amounts of furniture moving, and that expectations needed to be managed. **The Chairman agreed** to stress to hirers that the Committee would try to assist but could not guarantee to do all the setting up

– the issue of people using the Community Centre toilets was discussed and it was agreed Committee members should use their discretion on allowing this

10. Date of next meeting

Monday 5 December 2016 - rather than a Christmas meal out, the meeting would be hosted by the Chairman at 2 Hunters Drive