

# Tarvin Community Centre Committee of Management

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

Present: Alan Wilkinson (Chairman), Jane Lush (Secretary), Ted Lush (Treasurer), Liz Brereton, Roy Brereton, Lyn Brunton, Peter Brunton, Bryan Evans, Brian Hardacre, Sue Hardacre, Mike Love, Janet Shuttlewood, Vic Shuttlewood, Sharon Nolan (representing Ashton Hayes & Tarvin Flower Club/Tarvin Gardening Society), Gill Williams (representing Tarvin WI)

The Chairman welcomed James White to the meeting

1. **Apologies** – Heather Love, Pet Twigg, Tarvin Civic Trust

2. **Minutes of previous meeting**

The minutes of the meeting held on 5 December 2016 were approved as a correct record (subject to correction of venue to 2 Hunters Drive)

3. **Matters arising**

- **the Chairman** reported that the Football Club was no longer interested in using part of the new storage shed
- representatives of the Committee had met members of the Fete organising committee and a note of their discussions had been circulated to the Committee. After discussion it was **agreed** that the **Secretary** would advise the Fete committee that the Community Centre would sell Pimms, wine and some soft drinks, but not beer unless the Fete committee confirmed they did not intend to do so, and would not offer any hot food. There would be no Centre lettings on that day and the Fete committee could use whatever space was available in the Centre if they wished, including if bad weather affected the use of the Playing Field, provided they helped to clean up after any such use, but Centre furniture could not be taken onto the Playing Field

4. **Membership of Committee**

It was noted that the Parish Council's new representative on the Committee was Cllr. Pet Twigg. Sue Hardacre would remain a member of the Committee in a personal capacity

5. **Chairman's report**

- lettings for January and February were estimated at £4,830; this compared to £5,022 in January and February 2016
- the Chairman thanked Committee members for dealing with issues during his absence on holiday
- a revised booking form had been produced to take account of newly available space. An electronic version of the form was now available on the website and Facebook (cost of IT work £114.26), enabling hirers to book online, which should streamline booking arrangements
- two firms of caterers had agreed to act as approved suppliers, offering a catering service for hirers who required this. Hirers wanting catering would be directed to the relevant websites: [www.homemadetastyfood.co.uk](http://www.homemadetastyfood.co.uk) or [www.scrumptiouspartyfood.co.uk](http://www.scrumptiouspartyfood.co.uk)
- the Chairman and VS had attended a Cheshire Community Action Village Halls Forum meeting at which the relaunch of ACRE's Hallmark Accreditation Scheme had been announced. VS outlined the scheme which offered three levels of accreditation based on assessments carried out by trained peer assessors. Accreditation could offer benefits for users, trustees and possible donors). It was **agreed** that **VS** would take this forward at an initial cost of £20 (possibly plus assessors' expenses)
- it had been suggested that the broadband hub could be vulnerable to inappropriate use and **LB** was reviewing the type of wi-fi contract in place with a view to minimising the risk
- the Community Centre was designated as a Rest Centre in case of major emergencies. Further training courses on the implications were scheduled for 8/13 July in Winsford. **Any Committee member** interested in attending should let the Chairman know

## 6. Financial report

The **Treasurer** presented the financial statement for January/February. Actual lettings income totalled £27,328 with a further £1,263 invoiced but not yet received. All old outstanding debts had been chased up and a number had since been paid. The printer and unused toners had been returned to the supplier and a refund of £646 had been received. The estimated service charge had been paid up to the end of March but there would need to be an adjustment after the year end to reflect the actual costs and to bring the percentage of costs payable up to 51% (from 46%) to reflect the former Children's Centre space. CWaC had again been asked about the refund due for surface water drainage. The Village Quiz had made approximately £643 and the January film night a profit of £439. Total funds available were £51,071, £38,556 of which was in the deposit account.

## 7. Hiring fees wef 1 April 2017

After consideration it was **agreed** to increase all hiring fees by 1.6% wef 1 April 2017, in line with the latest annual increase in the consumer price index (CPI)

## 8. Caretaking

A note of the meeting between the Chairman, Secretary and Donna McDonough of Qwest had been circulated to the Committee. Caretaking/cleaning was now being provided by a two-person team and the normal hours would be 9.45 pm – 11.15 pm, Monday – Friday. Morning opening up would be done by the cleaners for the office side who would also do a quick toilet check/clean if requested. The team would set up/take down for events as requested, provided there were no intervening lettings making this impossible. Responsibility for locking up remained with hirers, who should check with the cleaners if they were on site at the end of the letting. Outdoor cleaning and litter picking was not covered: **Committee members** were asked to clean up if it appeared necessary

## 9. Improvement plans

### 9.1 – External storage building - update

Final detailed drawings were awaited from the architect, who would then submit applications for planning permission and building regulations approval. The final supplementary lease from CWaC was awaited and would include permission for a demountable store

### 9.2 – CRTA staging

Details of demountable staging ordered by CRTA had been circulated to the Committee. This would be made available to CRTA promoters (costs/detailed arrangements still to be confirmed). CRTA was seeking venues at which to store the staging but it was **agreed** not to offer due to insufficient space being available. However consideration should be given to borrowing the staging for a future event so as to test its suitability/ease of use

### 9.3 – Chairman's list of future investment

A list of items for consideration for future investment had been circulated to the Committee. After discussion it was agreed:

- a) the existing plan for the refurbishment/upgrade of the Hall and Stage needed to be revisited. Landlord's permission and building regulations approval had been obtained for the existing plan but there were further desirable improvements, many of which would need specialist advice. **RB** reported that SP Projects were willing to assist. As a starting point **RB** would arrange a meeting involving SP Projects, the architect, himself and the Chairman to talk through the scope of the project and what specialists needed to be involved
- b) once detailed drawings for the storage building were received the **Chairman** would obtain quotations (including for a covered walkway between the shed and the rear entrance to the Centre)
- c) a working party would be arranged to carry out repainting in the Hall, toilets and where necessary in the foyer and Edna Rose Room
- d) authority was given to the Chairman to buy a new projector for the Edna Rose Room at an estimated cost including fitting of £890, plus a replacement folding projection screen
- e) the Chairman would develop a bid to the Tesco's plastic bag fund for a scheme for the outside of the Centre, including replanting, creation of a sitting area near the front entrance and new external signage. It was noted that current funds included £209 donated on the winding up of the Silver Threads to be used for grounds improvements

f) other items on the list of suggestions were held over for discussion at a future meeting. **All Committee members** to consider prioritisation/alternative/additional suggestions in advance of the next meeting

Also discussed were the management arrangements for the Community Centre, including the size of the Committee and scope for greater use of volunteers. It was **agreed** to discuss this in more detail at the next meeting. **All Committee members** to put suggestions to the Secretary in advance of the meeting

#### **10. Marketing and publicity**

**SH's** report had been circulated to members. A full programme of publicity would be undertaken. The selected CRTA shows had been obtained (see below) and ticket sales would start shortly. Members of the Committee were to meet a group from Alraham which was building a new village hall. **SH** felt there could be a demand for table tennis at the Centre and would investigate this further

#### **11. Forthcoming and future events**

- **Films - "Ballerina"/"A United Kingdom", 17 February**
  - **"La-La Land" + children's film (tbc), 24 March**
- **Spring Table Quiz, Saturday 25 March (BE lead organiser)**
- **"Sammy and the Snow Leopard" (CRTA), Saturday 22 April** at 4 pm (tickets £6 and £4)
- **"Lightning under their Skirts" (CRTA), Friday 26 May** (tickets £10)
  
- 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). Promotion of this event to begin shortly
- suggestions for possible future events included a games evening with a fish and chip supper (most suitable for Autumn 2017), a wine tasting or promises auction
- AHTC's next show would be "Great Expectations", 14-18 March 2017
- the **Chairman** was researching the possibility of a course of ballroom dancing lessons
  
- an updated schedule of forthcoming events was circulated and members volunteered to cover these as necessary

#### **12. Any other business**

None

#### **13. Date of next meeting**

Tuesday 7 March 2017 (Small Room)