

## Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre on Tuesday 7 March 2017

Present: Alan Wilkinson (Chairman), Jane Lush (Secretary), Ted Lush (Treasurer), Liz Brereton, Roy Brereton, Lyn Brunton, Brian Hardacre, Sue Hardacre, Heather Love, Mike Love, Janet Shuttlewood, Vic Shuttlewood, Pet Twigg (representing Tarvin Parish Council), Tony Bland (representing Tarvin Civic Trust), Gill Williams (representing Tarvin WI)

The Chairman welcomed Pet Twigg to her first meeting

1. **Apologies** – Peter Brunton, Bryan Evans, Sharon Nolan, James White. It was noted that for health reasons Peter Brunton would no longer be attending meetings but would remain a member of the Committee
2. **Minutes of previous meeting**

The minutes of the meeting held on 5 February 2017 were approved as a correct record (subject to correction of the date from 2016 to 2017 and deletion of the words “and Facebook” from minute 5)
3. **Matters arising**
  - the Fete committee had confirmed that they did not intend to sell alcohol on the Field. The Committee would therefore offer the usual full bar
  - Regular users had been notified of the new hiring rates, which were also displayed in the foyer and on the website. A few users had reduced their hours (Body Pump and Tone and Kung Fu both now 1 hour, Rugby tots now 3 hours) but this was not due to the increase in charges
4. **Chairman's report**
  - lettings for March were estimated at £3,814 (including £649 from CWaC) plus AHTC March production; this compared to £3,303 in March 2016. It was noted that any direct comparison needed to take account of both new and discontinued users
  - a new projector had been purchased at a cost of £869 and had been installed in the Edna Rose Room where it was working well. Instructions for use were in the top drawer in the kitchen. A remote control-operated screen had been purchased at a cost of £150 and was awaiting installation on the back wall of the Hall. A tripod stand for the portable projector had also been purchased at a cost of £20
  - the online booking form was working successfully
  - the new caretaking/cleaning team was in place but there was evidence that the planned working hours (9.45 – 11.15 pm) were not being adhered to. A letter of complaint had been received from a neighbouring resident who had been disturbed by lights being on and rubbish being disposed of around or after midnight. The Secretary had written to apologise and had passed the complaint on to Qwest asking for an assurance this would not recur. As the Committee had no direct contract with Qwest it was felt that future complaints should be directed to CWaC, particularly in light of concerns about security. It was **agreed the Treasurer** would do a check each evening for a week to provide evidence about the team's actual working hours
  - some damage had been caused to the curtain tie-backs in the Edna Rose Room as a result of unsupervised children being in the room during Slimming World. The damage had been repaired and the Slimming World organiser had asked her clients to prevent any future incidents
  - the new supplementary lease had been signed, giving the Committee formal control of the former Children's Centre rooms and full control of the foyer, toilets and kitchens, plus the power to erect a temporary storage building at the rear
5. **Financial report**
  - the **Treasurer** presented the financial statement for March. Actual lettings income totalled £29,017 with a further £864 invoiced but not yet received. All old outstanding debts had been chased up and most had since been paid. The estimated service charge had been paid up to the end of March; 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%, but the final amount should be covered by lettings income as per the Committee's policy. Solicitor's fees of £663 in respect of the supplementary lease had been paid. The February film night had made a profit of £207. Total funds available were £50,664, £38,556 of which was in the deposit account

- it was **agreed** that **SH** should write to the Parish Council asking for a grant for 2017/18

## 6. Hallmark accreditation scheme

**VS** reported on the application for accreditation under the scheme. An assessment visit for Level 1 had taken place on the morning of 7 March and verbal assurance received that the application had been successful. A certificate was awaited, together with a written statement of areas for improvement. No major issues had been identified but good practice suggested some changes e.g. Chairman to initial/sign all minutes, officers to be appointed at first meeting of Committee after AGM, amended wording of trustees' declaration of acceptance. It was **agreed** **VS** should apply for Level 2 accreditation. The scheme was administered by Cheshire Community Action and it was **agreed** to renew the Centre's subscription to the Community Buildings Network at a cost of £50

## 7. Improvement plans

### 7.1 – External storage building - update

Applications had been submitted for planning permission and building regulations approval. The fees were £385 (planning permission) plus £177 (building regulations). A request for a grant from the Marjory Boddy Charitable Trust had been unsuccessful. **SH** would submit a bid to Waitrose

### 7.2 – Other future investment

- a) **RB** reported that he had met with SP Projects and d2 Design to talk through the hall/stage improvement project. SP Projects would prepare a feasibility study including a sketch scheme design and overall cost estimate, working with the architect and other specialists as necessary, at a cost of £1,750 + VAT = £2,100. It was **agreed** to accept this quote and ask them to proceed
- b) a working party had been arranged to carry out repainting in the Hall, toilets and where necessary in the foyer and Edna Rose Room, on 31 March, 1 April and 2 April. **All volunteers** were welcome
- c) the bid to the Tesco's plastic bag fund for landscaping and external signage was ready for submission but formal CWaC authorisation was awaited
- d) it was **agreed** not to pursue further investment items for the time being

## 8. Management arrangements for the Centre

**LB** had put forward some proposals for formal sub-groups to cover such areas as films, event planning, maintenance, technical and building access. Such groups might be a way of involving additional volunteers without expanding the Committee, which was felt to be already big enough. After discussion it was **agreed** to wait until nearer the AGM and then to put out some publicity re a possible building access group (i.e. opening up/locking up). Any such group would need a dedicated coordinator, probably an existing or new Committee member

## 9. Marketing and publicity

- **SH's** report had been circulated to members. A full programme of publicity was under way for all forthcoming shows, with tickets available on Ticketsource and (at an appropriate time) the Post Office. A range of publicity outlets including websites and on Facebook were being used. Contact had been made with Action Transport Theatre based in Ellesmere Port and there would be some mutual advertising of events. An approach had been made from a children's acting group Minerva Arts but this had not been followed up

## 10. Forthcoming and future events

- “Great Expectations” (AHTC), 14-18 March (no Committee involvement)
- Films - “Sing”/“La-La Land”, 24 March - Note that as an experiment and following requests the bar would remain open during the adult film until 9 pm (**PB** to man). **SH/BH** to open and run bar for “Sing” until relieved
  - “Romeo and Juliet” (live recorded ballet), Sunday 21 May (**RB** to run bar)

- **Spring Table Quiz, Saturday 25 March** (BE lead organiser)
- **Cheshire Constabulary Brass Band and Corps of Drums, Friday 21 April** – agreed 20% of ticket sales to the Band as a donation, balance + raffle split 50:50 with Tarporley Hospital
- **“Sammy and the Snow Leopard” (CRTA), Saturday 22 April** at 4 pm (tickets £6 and £4). Help to set up required from 1 pm
- **“Lightning under their Skirts” (CRTA), Friday 26 May** (tickets £10)

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

**11. Any other business**

The possibility of a screen in the foyer showing continuous publicity for events and activities was briefly discussed but **agreed** not to be a priority at the present time

**12. Date of next meeting**

Tuesday 4 April 2017 (Edna Rose Room)