

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.30 pm on Tuesday 4 July 2017

Present: Jane Lush (Secretary), Ted Lush (Treasurer), Liz Brereton, Roy Brereton, Bryan Evans, Sue Hardacre, Mike Love, Vic Shuttlewood, Merryn Shaw (representing Ashton Hayes & Tarvin Flower Club), Sharon Nolan (representing Tarvin Gardening Society)

In the Chairman's absence Sue Hardacre chaired the meeting

1. **Apologies** – Lyn Brunton, Brian Hardacre, Janet Shuttlewood, Pet Twigg, Alan Wilkinson

2. **Minutes of previous meeting**

The minutes of the meeting held on 6 June 2017 were approved and signed as a correct record

3. **Matters arising**

BE reported that he had spoken to the Woodland Trust and they were not replacing their noticeboards. The noticeboard adjoining the Playing Field would be repaired again

4. **Chairman's report**

- lettings for July were estimated at £3,146 (including £180 from CWaC); this compared to £2,234 in July 2016 (a welcome increase given slight fall over previous quarter)
- replacement defibrillator pads had been ordered and would be paid for by the Parish Council
- a quotation for new signage was awaited
- one of the concrete bollards adjoining the car park had been damaged and this had been reported to Qwest

5. **Financial report**

- the **Treasurer** presented the monthly financial statement. Lettings to date totalled £8,577 with a further £2,201 invoiced for the current year but not yet received; two invoices remained outstanding from before 1 April but he was confident the outstanding amounts would be collected. The second quarter's service charge for 2017/18 had been paid but a final account from CWaC for 2016/17 was still awaited; once received the amount payable for 2017/18 would be adjusted. The bar/Pimm's etc at the Village Fete had made a much reduced profit of £287 and the June film night a profit of £292; bars at private events held by the Tennis Club and Kelsborrow Choir had made a total of £376. Total funds available were £61,167

- it was **agreed** to suggest to the **Chairman** that invoices sent by email should have a "read receipt" attached

6. **Hallmark accreditation scheme**

VS was continuing to work on the requirements for Level 2 and would be attending a PAT testing course on 6 July. Once qualified, he would hire Cheshire Community Action's testing machine. It was **agreed** that at the appropriate time this should be advertised to local organisations who could ask to have their items tested. The food hygiene regulations appeared quite long and complex and it was agreed **VS** would consult **PB** as to their applicability to the Centre

7. **Improvement plans**

7.1 – **External storage building - update**

A scheme for tree/shrub planting had been submitted to CWaC for approval as required by the planning permission. A number of quotations had been obtained but these were not directly comparable due to the inclusion of various other items of landscaping – however, the total cost was likely to be higher than previously thought. After discussion it was **agreed** to clearly separate the shed project from other landscaping work and to make the shed the priority. **BE** would ask the Woodland Trust if they could remove the tree(s) and shrubs, subject to the Committee arranging for a skip and making a donation to the Trust

7.2 – Major improvement scheme, hall/stage - update

SP Projects had provided a breakdown of the full scheme into three suggested phases as follows:

Works to stage, including stage extension/repairs, integral steps, lift, curtains and lighting	£89,300
High level walkway and rail, suspended ceiling and hall lighting	£56,000
Acoustic panels and decoration, power-operated black-out blinds and new heating system	£71,000

Other combinations were possible. It was **agreed** **RB** would convene and chair a small sub-committee (including the **Chairman**) to review and prioritise the proposals, with a view to reporting back to the October meeting. All committee members would be able to submit their views to the sub-committee

7.3 – Other

Some quotes for landscaping improvements had been obtained but these needed to be clearly separated from those for other work. The George Heath Memorial Foundation might be interested in contributing but it was **agreed** the work on the shed should be prioritised (see 7.1 above)

8. Marketing and publicity

SH presented her report. The Centre had got its first choice of adult CRTA show for the autumn (“The Haunted Man” on 28 October) but this was now in doubt as the company had failed to get Arts Council funding; further information was awaited. CRTA had resolved its issues as to how VAT should be deducted from ticket sales, and as a result the committee's share of the proceeds from CRTA shows would reduce. Ticket prices would be held for a year and would then need to be reviewed. Minerva Arts would be running two “active youth club” sessions for young people over the summer and it was hoped this might develop into something more permanent. There was a further opportunity to apply for funding from the Co-op (deadline 8 August) and it was **agreed** to apply for funds towards the new signage

9. Forthcoming and future events

- **Tarvin Gardening Society Horticultural Show, Saturday 19 August** (not a Committee event)
 - **Table Quiz** – date amended to **6 October**. **BE** would draft a letter to send to village organisations inviting them to participate. Tables would be offered to book in advance at a reduced rate (£12 for up to 6 people)
- It was suggested a table top or outdoor car boot sale be held as a one-off event

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

10. Any other business

- the **Chairman/VS** had attended a meeting about music copyright and related issues. It was confirmed that paid performers using music were responsible for their own licence(s) but that the Centre's PRS and PPL licences covered all use of incidental music
- it was reported that recently when locking up the Centre after a party the car park had been found to be full of cars belonging to people using the Playing Field. After discussion it was **agreed** that anyone not attending a Centre function parked at their own risk and were liable to be locked in (as stated on the notice on the fence)
- it was **agreed** that the Flower Club/Gardening Society's coach trip to Blackpool in November could leave from the Centre car park if they wished
- it was noted that the *Chester Standard* free paper was currently available from the foyer for a trial period

11. Date of next meeting

Tuesday 1 August 2017

Meeting closed 8.50 pm