

# Tarvin Community Centre Committee of Management

Minutes of the Annual General Meeting held at Tarvin Community Centre on Tuesday 2 May 2017

Present: Alan Wilkinson (Chairman), Jane Lush (Secretary), Ted Lush (Treasurer), Elizabeth Brereton, Roy Brereton, Lyn Brunton, Pete Brunton, Bryan Evans, Heather Love, Mike Love, Janet Shuttlewood, Vic Shuttlewood, Pet Twigg (representing Tarvin Parish Council), Merryn Shaw (representing Ashton Hayes and Tarvin Flower Club), Sharon Nolan (representing Tarvin Gardening Society), Gill Williams (representing Tarvin W.I.), John Daines (representing Tarvin Civic Trust/Tarvin Community Woodland), David Cotgreave, Margaret Dixon, Heather Exell, Bob Howard, Jan Howard

## 1. Welcome and Apologies

The Chairman welcomed everyone to the meeting. There were apologies from Brian Hardacre, Sue Hardacre

## 2. Minutes of 2016 AGM

The minutes of the AGM held on 10 May 2016 were approved as a correct record

## 3. Chairman's Report

The Chairman reported on the experience of the previous year, which had been one of significant progress. A new supplementary lease had been signed with Cheshire West and Chester Council for the rooms formerly occupied by the Children's Centre. The new Small Room was regularly let, but the additional space meant that the annual service charge had increased to reflect a 51% occupancy of the building. The new lounge/bar, additional toilet and improved rear entrance had been completed within budget, with key financial support from WREN, the Garfield Weston and Williams Family Foundations plus the Parish Council and Mr J Wright. The Community had successfully applied for ACRE's Hallmark Standard Level 1 and was working towards Level 2. A new digital projector had been installed in the Edna Rose Room and a permanent screen installed in the Hall. The foyer, toilets, Edna Rose Room and Hall had been redecorated by Committee members. Landlord's permission and Building regulations authorisation had been obtained for a new timber storage building near the rear entrance, and planning permission was awaited. Discussions were under way with an architect and quantity surveyors to develop an improvement scheme for the Hall and stage, including improved lighting/acoustics and stage curtains. Problems had continued with the caretaking and cleaning service, which had been outsourced by Cheshire West and Chester Council (CWaC) to a company called Qwest. The current team was scheduled to work in the late evenings, which minimised personal contact and had resulted in cleaning not always being done to a satisfactory standard. Improvements had been promised and the situation would continue to be monitored. The Village Fete Committee had now established itself as an independent organisation; the Community Centre would continue to be involved but both the burden on Committee members, and the income received, would be less in 2017 than in previous years. Demand for lettings remained very healthy with slots for new activities not always easy to find and prospective hirers realising they needed to "book early". The range of activities offered by clubs and organisations was wide and an eclectic menu of films, music, theatre and shows continued to attract people of all ages. The Parish Council was thanked for its continuing support, as were the members of the Committee for their continuing hard work and enthusiasm

It was **agreed** to record the thanks and appreciation of all those attending for the hard work of the Committee and especially of the Chairman

## 4. Financial report

The Treasurer presented the audited income and expenditure account and balance sheet for the financial year 2016/17. Income for the year totalled £97,300, including lettings income of £36,671, a grant from the Parish Council of £1,000 and other grants totalling £50,000 (the latter grant being for the new lounge). Expenditure was £102,784, of which £21,845 represented the CWaC recharge, covering caretaking, heating, lighting, buildings insurance etc. (payments were

made quarterly during the year but with a final adjustment after the year end, the amount of which for 2016/17 was not yet known; the net payment in 2016/17 included a refund of £1,146 relating to 2015/16). The recharge was covered by lettings income, as the Committee's policy required. The Village Quiz had raised £668 and the Summer Fete just under £3,000. Other events had collectively brought in over £5,000, with the bar a significant contributor helping to ensure that only one event in the year made a loss. Expenditure on building the new lounge/store-room/toilet/rear entrance, on new furniture and equipment and on fees related to the building work, totalled £75,601, giving rise to a net deficit for the year of £5,484

## **5. Election of Committee Members**

The following were re-elected as Committee members and Trustees:

Alan Wilkinson, Jane Lush, Edward Lush, Elizabeth Brereton, Roy Brereton, Lyn Brunton, Pete Brunton, Bryan Evans, Brian Hardacre, Sue Hardacre, Mike Love, Janet Shuttlewood, Vic Shuttlewood. Pet Twigg would continue to represent the Parish Council (subject to review at the Parish Council's May meeting).

The following were re-appointed as Associate Committee members (non-Trustees):

Heather Love, Merryn Shaw (representing Ashton Hayes and Tarvin Flower Club), Sharon Nolan (representing Tarvin Gardening Society), Gill Williams (representing Tarvin W.I.) Tarvin Civic Trust would continue to send a representative as an observer to meetings of the Committee. Other user organisations without a current representative had been invited to nominate one but none had yet indicated a wish to do so. There were no new nominations. The Committee meeting would reconvene after the AGM to appoint the Chairman and other officers

## **6. Volunteer Team**

The Chairman explained that the Committee currently had several informal teams who took on particular tasks e.g. minor repairs, organising the film nights. It was hoped to formalise these arrangements and establish a team specifically to help with opening up/unlocking the Centre for one-off bookings (it was noted that most regular users already did this for themselves) (Mike Love had offered to coordinate such a team). Anyone interested in joining such a team was invited to give their name to the Secretary

## **7. Any Other Business**

None

Meeting closed 8.45 pm