

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.30 pm on Tuesday 3 October 2017

Present: Alan Wilkinson (Chair), Jane Lush (Secretary), Ted Lush (Treasurer), Liz Brereton, Roy Brereton, Lyn Brunton, Pete Brunton, Bryan Evans, Sue Hardacre, Brian Hardacre, Janet Shuttlewood, Pet Twigg (representing Tarvin Parish Council), Merryn Shaw (representing Ashton Hayes & Tarvin Flower Club), Sharon Nolan (representing Tarvin Gardening Society), Gill Williams (representing Tarvin WI)

1. **Apologies** – Vic Shuttlewood

2. **Minutes of previous meeting**

The minutes of the meeting held on 5 September 2017 were approved and signed as a correct record

3. **Matters arising**

- the advertisement for a new caretaker had been published two weeks previously but as yet there had been no enquiries. The advertisement had been displayed on the Community Centre noticeboard and in the High Street, as well as on Tarvinonline. It was **agreed** to publicise it again
- it was **agreed** that the **Secretary** would write to the George Heath Foundation explaining that work on the shed had been delayed

4. **Chairman's report**

- lettings for October were estimated at £2,535 (including £255 from CWaC); this compared to £2,769 in October 2016 (these figures do not include Ashton Hayes Theatre Club[AHTC])
- Heather and Mike Love had resigned from the Committee. Mah Jongg would no longer run at the Community Centre
- the Italian class had been rebooked for Monday mornings and would start on 6 November. A separate Italian class was running on a trial basis on a Tuesday evening. AHTC had booked rehearsal time in January for a revival at Storyhouse of their show “Great Expectations”. November and December were very busy with a large number of private parties
- after some confusion the planned Fashion Show had been cancelled due to poor ticket sales. All ticket buyers would be reimbursed. **SH** and **LB** were thanked for their hard work
- the stall at the Christmas Market had been booked and would sell second-hand books and the Christmas Quiz, plus a fairground-style game. **Members of the Committee** volunteered to sell copies of the Quiz to friends and acquaintances
- Kelsborrow Choir had organised a food hygiene course for 19 October. The **Chairman, LB, PB** and **MS** would attend
- the Committee discussed the need to attract new members who would take on key roles in the future. It was **agreed** to discuss this further in December

5. **Financial report**

- the **Treasurer** presented the monthly financial statement. Lettings to date totalled £14,524 with a further £3,977 invoiced for the current year but not yet received. The final account from CWaC for 2016/17 had been promised but was still awaited; once received the amount payable for 2017/18 would also be adjusted. The lottery licence had been renewed but there was no interest in running a Christmas raffle. Total funds available were £60,160, of which around £35,000 was available for improvement works (see below)
- CWaC had granted full charitable rate relief and had cancelled the invoices previously issued

6. **Hallmark accreditation scheme**

A date for the assessment visit was still awaited

7. **Improvement plans - update**

- the contractor had promised to start work on the storage shed on 4 December

- a report by the subgroup looking at priorities for further major improvements had been circulated in advance. The report took account of the views expressed by other members of the Committee, and proposed that phase 1 consist of improvements to the Hall including the high-level walkway (floor and rail), new suspended ceiling and lighting, and power-operated black-out blinds. The total estimated cost was approximately £82,000. These improvements would be immediately visible and would benefit all users. It was **agreed** to adopt the report. **RB** would liaise with SP Projects with a view to getting a package that could be taken to possible grant funders. The **Secretary** would write to CWaC to suggest they consider upgrading the heating. The Treasurer would ask David Smeatham what improvements could be made to the acoustics of the Hall
- erection of the new signage had started and the work should be completed shortly

8. Marketing and publicity

- **SH** presented her report. Tickets were selling well for “Wuthering Heights” but none had sold yet for “Tales of Birbal”. Efforts were being made to use data from Ticketsource to publicise shows, but it was important only to contact people who had given specific permission so as not to breach the Data Protection Act. The A-frame was in need of repair and the company which had done the new signage would be asked if they could mend it. **SH** and the **Chairman** had met a resident who was interested in reviving the village pantomime

9. Forthcoming and future events

- **Table Quiz, Friday 6 October** – **BE/Secretary** to share questionmaster duties. At least 5 teams were guaranteed
 - **Film night “Emoji Movie”/”Victoria and Abdul”, Friday 27 October**
 - **“Tales of Birbal” (CRTA), Friday 3 November** – includes a free hour of arts and crafts before the show
 - **“Wuthering Heights” (CRTA), Saturday 18 November**
 - **Village Quiz, 12/19 January 2018** – arrangements in hand by Margaret Dixon, publicity now under way. It was **agreed** not to enter a Community Centre team. **VS** may be able to act as timekeeper
 - **Table top sale, February** (probably on a Sunday morning - date tba)
 - **“Allo Allo” (Kingsley Players), 9/10 March** – sale of tickets to begin before Christmas
- A schedule of forthcoming events had been circulated in advance of the meeting and members of the Committee volunteered to help with events

10. Any other business

None

11. Date of next meeting

Tuesday 7 November 2017 (Edna Rose Room)

Meeting closed 9.15 pm