

## Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.30 pm on Tuesday 7 November 2017

Present: Alan Wilkinson (Chair), Jane Lush (Secretary), Ted Lush (Treasurer), Roy Brereton, Lyn Brunton, Bryan Evans, Sue Hardacre, Janet Shuttlewood, Vic Shuttlewood, Pet Twigg (representing Tarvin Parish Council), Sharon Nolan (representing Tarvin Gardening Society), Gill Williams (representing Tarvin WI), John Daines (representing Tarvin Civic Trust)

The Chairman welcomed Simon Shaw (new caretaker) and Victor Bodger to the meeting

### 1. **Apologies** – Liz Brereton, Brian Hardacre, Merryn Shaw

### 2. **Minutes of previous meeting**

The minutes of the meeting held on 3 October 2017 were approved and signed as a correct record

### 3. **Matters arising**

None

### 4. **Chairman's report**

- lettings for November were estimated at £3,096 (including £266 from CWaC); this compared to £2,530 in November 2016. There were many bookings for November (parties and fund-raising events) and committee members were thanked for volunteering to help
- Simon Shaw had been appointed by Qwest to be the new caretaker and was introduced
- the **Chairman, LB, PB** and **MS** had attended a food hygiene course and had all passed
- it was **agreed** to instal a small handwash basin with integral taps in the kitchen (cost of basin £95, installation including changing dishwasher from cold to hot fill £200), and to buy other hygiene-related items including food chopping boards and an “insectecutor”. The total cost of the upgrade would be c.£400. After installation a kitchen cleaning session would be arranged
- it was **agreed** to commission **JS/SH** to buy new Christmas decorations (including string of lights to surround stage) at a total maximum cost of £200. There would be a working party for **all committee members**, 1.00 pm onwards, Friday 1 December, to help put up the decorations and to move the temporary staging on to the stage ready for the pantomime
- the Italian class had started on 6 November. An aerobics class would start on 9 January and a Spanish class on 12 January
- the Pre-school Nursery had queried the invoice for their Hallowe'en party, and the **Chairman** would speak to them to explain the charge. After discussion it was **agreed** that charges should continue to be in accordance with the agreed schedule of letting rates
- there would be no Committee meeting in December but the future of the Committee including succession planning would be discussed informally at a planned social event. A number of members had produced notes on the work they carried out and this would continue (**SH** to coordinate)

### 5. **Financial report**

- the **Treasurer** presented the monthly financial statement. Lettings as at 31 October totalled £18,570 with a further £2,541 invoiced for the current year but not received (around 50% had since been paid and reminders issued to all aged debtors). The final account from CWaC for 2016/17 was still awaited despite a further reminder; once received the amount payable for 2017/18 would also be adjusted. The donation of £1,000 from the George Heath Foundation had been received, as well as an anonymous donation of £500 made under Gift Aid. Total funds available were £64,591

### 6. **Hallmark accreditation scheme**

The **Chairman** and **VS** had drafted new expanded terms and conditions for hirers (to be brought to the Committee in due course). Both would be attending the Cheshire Community Action AGM on 8 November where they would seek clarification on the Committee's responsibility for producing risk assessments

## 7. Improvement plans - update

- the contractor was still due to start work on the storage shed on 4 December. There was renewed discussion about whether the shrubs outside the front entrance should be grubbed up, bearing in mind that this could not be done during the nesting season. It was **agreed** that **SN** would ask the Gardening Society if its members would be prepared to take on the maintenance of the area.
- **RB** reported that SP Projects had produced a revised cost plan for the agreed phase 1 work, with a total estimated cost of c. £83,000, and this would be copied to committee members. The plan needed some supporting documentation to make up a package that could be taken to grant funders. It was agreed that the **Secretary** should begin investigating possible sources of grants
- the new signs had been erected at a total cost of £737

## 8. Marketing and publicity

**SH** presented her report. 47 tickets had been sold for “Tales of Birbal” but after accounting for VAT the show would have made a £3 loss were it not for CRTA's guarantee against loss (NB the bar made a £29 profit). The price of tickets was an issue; after discussion it was **agreed** that **SH** would report back to a future meeting on average ticket prices for children's shows at other venues. Tickets were selling well for “Wuthering Heights” and had begun to sell for the pantomime. **SH** and the **Secretary** had discussed the choice of shows for the CRTA Spring 2018 season and the chosen selections had been submitted; there had been limited choice of dates due to other events but it was hoped to have both an adult show and a family show. A new A-frame had been bought at a cost of £138 – it was more substantial than the old one but heavier. Despite the effort that went into publicising events it was discouraging to still hear people say they did not know what was on; any suggestions for reaching more people would be welcome

## 9. Forthcoming and future events

- **“Wuthering Heights” (CRTA), Saturday 18 November**
- **Pantomime/ Stall at Christmas Market, Saturday 2 December** – help was needed from all committee members to set up the staging for the pantomime from 12.00 noon onwards; also on previous afternoon [see minute 4 above], to set up and man market stall from 4.00 pm onwards, and to take down/clear up after pantomime. Donations of books have begun to be received for the Market and a collection box has been placed in the foyer. The stall will also feature a game of chance
- **Film night - “Lego Ninjago Movie”/“Goodbye Christopher Robin”, Friday 24 November**  
- Children's film only (tba), **Friday 15 December**
- **Village Quiz, 12/19 January 2018** – arrangements in hand by Margaret Dixon, publicity now under way
- **Hand in Hand Theatre show, Saturday 27 January** (afternoon)
- **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

A murder mystery and an “escape room” were suggested for consideration for the future

## 10. Any other business

None

## 11. Date of next meeting

Tuesday 9 January 2018 (Edna Rose Room)

Meeting closed 9.15 pm