

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.30 pm on Tuesday 9 January 2018

Present: Alan Wilkinson (Chair), Jane Lush (Secretary), Ted Lush (Treasurer), Liz Brereton, Roy Brereton, Lyn Brunton, Bryan Evans, Brian Hardacre, Sue Hardacre, Vic Shuttlewood, Pet Twigg (representing Tarvin Parish Council), Sharon Nolan (representing Ashton Hayes and Tarvin Flower Club and Tarvin Gardening Society), Gill Williams (representing Tarvin WI), Mark Wyatt (representing Tarvin Civic Trust), Simon Shaw (caretaker)

1. **Apologies** – Merryn Shaw, Janet Shuttlewood

2. **Minutes of previous meeting**

The minutes of the meeting held on 7 November 2017 were approved and signed as a correct record

3. **Matters arising**

None

4. **Chairman's report**

- lettings for January were estimated at £2,908 (including £319 from CWaC); this compared to £2,585 (£338 from CWaC) in January 2017.
- there were new classes in aerobic fitness and Spanish. A private hire for dance practice had ended but there was a possibility of a ballroom dancing class in the future
- the kitchen hygiene improvements had been completed and committee members were thanked for helping to give the kitchen a deep clean
- it was **agreed** to have a children's film on 14 December 2018 (earlier in month than 2017)
- the Police had agreed that the local PCSO would use the Community Centre as a base. There would be a sign on the outside wall and a secure post-box and “in/out” indicator in the foyer. The PCSO would have use of a table and chair(s) in the room behind the reception and could access the Centre at any time but would have no set hours for being present. The arrangement should begin in April and it was expected the Police would publicise the new arrangements
- the carpet in the foyer was showing signs of wear and would need attention in the future
- the Gardening Society had said it was unable to prune the shrubs at the front of the building. It was **agreed the Chairman** should ask the Woodland Trust if its members could prune these and the trees close to the building
- it was **agreed the Chairman** should buy a wheelbarrow for the caretaker's use in the car park
- CWaC had booked the Small Room for a Neighbourhood Plan referendum (not the Tarvin Plan) on 22 February
- Stuart McNeil was unable to act as question master for the Village Quiz due to illness. Martin Lloyd would replace him. It was **agreed the Secretary** would send a card to Stuart. It was **agreed** to meet with Margaret Dixon to discuss the future running of the Village Quiz (date to be confirmed)

5. **Financial report**

- the **Treasurer** presented the monthly financial statement. Lettings as at 29 December 2017 totalled £25,699 with a further £2,463 invoiced for the current year but not received. CWaC had confirmed £464 was due as the final adjustment for 2016/17; this was less than the £1,205 provided in the 2016/17 accounts. The charge for 2017/18 would also be adjusted leading to a further payment of £2,334 being due. An invoice for the two adjustments was awaited. There would be a further adjustment after the end of the current financial year and CWaC had promised this would be settled more quickly. £3,360 had been paid for work done to date on the new shed. The Christmas Quiz had raised a net £108 and the **Secretary** was thanked for her efforts. Total funds available were £61,078

6. **Improvement plans – update**

- work had begun and was progressing well on the storage shed. The **Treasurer** reported that he had attended a meeting of Ashton Hayes Theatre Club (AHTC) at which they had been asked to pay an

initial rent of £300 per annum, increasing annually for inflation (this was based on a net cost for the shed after grants of £9,000, 50% occupancy by AHTC and an expected life of 15 years). AHTC would probably want to use a dehumidifier during the winter to protect their costumes. Insurance of the contents would need to be considered

- **RB** reported receipt of the final certificate from SP Projects, allowing release of the retention on the lounge contract. An invoice from the contractor was awaited

- the **Secretary** reported that she had written to regular users describing the next planned set of improvements and asking for letters, emails or online comments in support of the plans. Several expressions of support had already been received. A display had been placed in the foyer and would be highlighted at the Village Quiz. The **Secretary** had written to a solicitor at Cullimore Dutton who acted for a number of local grant-giving trusts, outlining the plans and requesting a grant. She was working on the grant application to WREN (deadline for submission 14 March)

- it was noted that the Garfield Weston Foundation was launching a new fund to support community projects. It might be appropriate to bid for funds for the next phase of improvements (stage/curtains)

7. Marketing and publicity

- **SH** presented her report. The pantomime had been a sell-out but setting up/taking down the staging was a major undertaking; if it was used again there would need to be a call for volunteers to help. The Christmas film had been poorly attended but this was in part due to the film itself. The next event was an afternoon performance of two short plays, “Baggage” and “S.P.A.C.E.” on 27 January, and **all committee members** were asked to promote ticket sales. The two shows for the CRTA Spring 2018 season were a show for families and children, “One Man Shoe”, on Sunday 22 April, and the Wild Men of the Baroque on Saturday 5 May

- there was discussion of the options for acquiring better temporary staging, either buying or hiring/borrowing. It was **agreed** this might be considered as part of a future phase of improvements

8. Forthcoming and future events

– **Village Quiz, 12/19 January 2018** – arrangements in hand: **BE** liaising with Margaret Dixon, **EJL/JL** bar, **VS/JS** raffle (more raffle prizes welcomed), **SH** to buy prizes

– **Film Nights - “Paddington 2”/“Murder on the Orient Express”, 26 January**

- **“Ferdinand”/“The Greatest Showman, 16 February (RB to do bar)**

- films tbc, **23 March**

– **“Baggage”/“S.P.A.C.E.” (Hand in Hand Theatre), 27 January** (afternoon)

– **Table top sale, Sunday 11 February**: open for sellers 8.00 am, buyers 9.00 am, £10 per table (**LB** to coordinate bookings), refreshments to be sold. All sellers must clear all goods by 2.00 pm **SH** to prepare publicity and circulate to committee members

– **“Allo Allo” (Kingsley Players), 9/10 March** – 90 seats per night, majority of tickets already sold at £14 or £15/head. French-themed catering by Manor House of Tarvin. Net ticket sales to be shared with Kingsley players; bar sales to Community Centre

- there had been interest in a garden party-style event for the royal wedding (19 May) and **LB** would speak to Kerry Parr

– the **Chairman** will discuss possibility of an event on 10/11 November (anniversary of end of World War I) with the Vicar

A schedule of forthcoming events had been circulated in advance of the meeting and members of the Committee volunteered to help with events

9. Any other business

None

10. Date of next meeting

Tuesday 6 February 2018 (Edna Rose Room)

Meeting closed 9.15 pm