

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.00 pm on Tuesday 5 June 2018

Present: Sue Hardacre (Vice-Chair), Jane Lush (Secretary), Ted Lush (Treasurer), Lyn Brunton, Tom Cheadle, Bryan Evans, Linda Fridd, Brian Hardacre, Janet Shuttlewood, Vic Shuttlewood, Gill Williams (representing Tarvin WI), Mark Wyatt (representing Tarvin Civic Trust), Roy Brereton (part of meeting)

1. **Apologies** – Alan Wilkinson, Liz Brereton, Peter Brunton, Pet Twigg, Sharon Nolan, Merryn Shaw

2. **Minutes of previous meeting**

The minutes of the meeting held on 8 May 2018 were approved and signed as a correct record

3. **Matters arising**

- the list of suggested minor works which might be incorporated into the refurbishment of the Hall would be brought to the next meeting
- an inventory of furniture and equipment had been prepared
- the Treasurer had yet to speak to a contact with IT expertise for advice on streamlining or automating the bookings calendar/event cover process
- there had been no reply from CWaC about CCTV

4. **Chairman's report**

- lettings for June were estimated at £3,515 (including £909 from CWaC); this compared to £3,142 (£704 from CWaC) in June 2017. The increase was welcomed
 - the grant request to WREN had been unsuccessful
 - a CRTA double bill “The Curse of the Mummy”/”Sherlock Holmes and the Blue Carbuncle” had been agreed for 5 October. The requested children’s show had been offered for Saturday 3 November but this was not a suitable date and **SH** would discuss alternatives with CRTA; if no better date was available the show would not go ahead
 - at a recent event the tablecloths had been found to be dirty. It was **agreed** to remind hirers that if they used the tablecloths they must launder them. The Chairman would get a quote from a laundry which could be used if necessary
 - additional cutlery (knives, forks and teaspoons) had been purchased at a cost of £60. To minimise losses some would be kept in the store cupboard when not required
 - there had a few cases recently of the building being left unlocked and it was **agreed** hirers with keys should be reminded of the need to leave the building locked and secure. On a recent occasion the caretaker had taken a day’s leave and Qwest had not supplied suitable cover
 - condolences had been sent to Sharon Nolan on the recent death of her husband
 - committee members were thanked for their help and support covering for in recent weeks. The Chairman’s absence on holiday underlined the need to spread the knowledge about the day-to-day running of the Centre

5. **Financial report**

- the **Treasurer** presented the monthly financial statement. Lettings as at 31 May totalled £3,305 with a further £998 invoiced but not received. Events income to date totalled £1,878, including £336 from the film “Early Man” which had been shown free of charge as compensation for Reels on Wheels’ error. The final settlement for the 2017/18 service charge was expected during June. Total funds available were £66,754
- online banking was up and running. Expenses claims could now be paid direct to committee members’ bank accounts if they wished

6. **Improvement plans – progress report**

The Secretary outlined the latest position. WREN had turned down the grant application but an application to the Garfield Weston Anniversary Fund was in preparation; the application

deadline was 30 June and a decision would be made in October. After discussion it was **agreed** in principle to go ahead with the improvements. A sub-group consisting of the **Chairman, RB, Secretary and Treasurer** would meet as soon as possible to consider how to proceed

7. Village Quiz 2019

BE reported on the recent meeting between representatives of the committee and Margaret Dixon. Margaret and her helpers would continue to set the questions but the administration would be taken over by the committee (**BE** with assistance as required). Dates had been reserved on the calendar. After discussion it was **agreed** to increase the entry fee per team to £6. Margaret and **BE** were producing a summer-themed quiz to sell during July, which would also invite people to express an interest in taking part in the Village Quiz, although the request would need to take account of new data protection rules (**Secretary** to draft wording). All committee members were asked to try to sell copies when available. **BE** was thanked for his hard work

8. Marketing and publicity

- **SH** presented her report. The next film night unfortunately clashed with the primary school's summer fair; Reels on Wheels had been unable to change the date and after discussion it was **agreed** not to cancel the film. The Centre now had 500 Facebook followers, a tribute to **LB/SH's** hard work. Up-to-date information had been provided to 'Tarporey Talk' for their directory of local activities. A new regular Minerva Arts children's theatre group had started and a baby sensory activity was due to start in September. The holding of contact data on individuals should not present a problem under the new data protection regulations but the sub-group (**SH/LB/Secretary**) would draft a privacy policy for a future meeting

9. Forthcoming and future events

– **Family Film Night: "Sherlock Gnomes"/"Edie", Friday 22 June**

There were no suggestions for further future events

A schedule of forthcoming events was circulated and members of the Committee volunteered to help with events

10. Any other business

None

11. Date of next meeting

Tuesday 3 July 2018

Meeting closed 8.40 pm