

# Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.30 pm on Tuesday 2 October 2018

Present: Alan Wilkinson (Chair), Jane Lush (Secretary), Liz Brereton, Roy Brereton, Lyn Brunton, Peter Brunton, Bryan Evans, Sue Hardacre, Janet Shuttlewood, Vic Shuttlewood, Pet Twigg (representing Tarvin Parish Council), Sharon Nolan (representing Tarvin Gardening Society), Merryn Shaw (representing Ashton Hayes and Tarvin Flower Club), Gill Williams (representing Tarvin WI), Tony Bland (representing Tarvin Civic Trust)

1. **Apologies** – Linda Fridd, Brian Hardacre, Ted Lush

2. **Minutes of previous meeting**

The minutes of the meeting held on 2 September 2018 were approved and signed as a correct record. The minutes of the meeting held on 7 August 2018 (approved at last meeting) were signed

3. **Matters arising**

- the proposed exercise class had found another venue
- there had been no response from CWaC re the drainage problems
- the bridge event had been postponed until January. There had been no further expressions of interest about using the card tables, so these would now be stored under the stage
- a list of the works carried out in response to the Access Audit had been circulated. A number of the items were the responsibility of the landlord or were not considered appropriate; other items would be considered as part of future improvements/replacements. Minor items actioned to date included grab handles in the disabled toilets and a full-length mirror in the toilet adjoining the lounge (total cost £45). Inserting glazed panels into the existing solid fire doors from the foyer into the kitchen and from the lounge to the rear lobby could compromise their effectiveness and it was **agreed** to buy new suitably glazed doors at an estimated cost of £500-600

4. **Chairman's report**

- lettings for October were estimated at £3,637 (£142 from CWaC and £660 from Ashton Hayes Theatre Club [AHTC]); this compared to £3,261 (£211 from CWaC and £821 from AHTC) in October 2017.
- bookings were buoyant and some requests had had to be turned down, including from Weightwatchers for a regular slot. A tango dance club had booked a regular slot once a month on a Sunday plus New Year's Eve (this would be a private event with no Committee involvement or bar). A group offering lunch and activities for elderly people was considering a regular booking using the Lounge and kitchen. The Rural Chester Flower Club had booked an event for November 2019 and possibly also 2020.
  - a stall had been booked for the Christmas Market on 1 December and it was **agreed** this would be used for a display of previous event posters etc plus sale of the Christmas Quiz
  - a painting working party for the shed would take place from 10.00 am on Saturday 6 October, or if wet on Sunday 7 October

5. **Financial report**

- in the Treasurer's absence the **Secretary** presented the monthly financial statement. Lettings as at 28 September totalled £15,349 with a further £3,937 invoiced but not received (some of these invoices had now been paid). The credit amount under Other expenses related to an incorrect provision in the 2017/18 accounts, which had now been reversed. Total funds available were £82,805, including £50,095 for improvement works in the deposit account

6. **Improvements**

The **Chairman** presented a report outlining a number of quotations or estimates for elements of the planned improvement works as follows:

- a) CCTV – further to the quotation received from Crime Prevention Services in March 2018 for 6 external cameras with an installation cost of £2,906 + VAT = £3,487, a further quotation had been received from Flummoxed for 6 cameras (4 external + 2 internal covering the foyer and corridor) in the sum of £1,530. Operation of the system would require an upgrade of the wi-fi and TalkTalk had offered to provide a fast fibre connection for a monthly fee of £27.50 (less than the current monthly fee), increasing to £33.50 after 18 months but with no installation charge. The recordings would be high definition and viewing of the footage (via the Community Centre website) would be restricted to the Chair, Secretary and webmaster. Signage would be needed to tell building users that cameras were in use. Installation was not part of the agreed programme of Hall improvements but after discussion and on a vote of those present it was **agreed** to proceed with the installation, subject to receiving landlord's permission
- b) Hall high-level walkways – the proposal was to install two rows of steel tubing at heights of 1.1m and 0.6 m above the walkway floor level, secured through the existing columns and painted, and to renew the flooring using tongue and groove chipboard. Electrical work to accommodate the proposed new window blinds and stage lighting (see below) would be done by a qualified electrician but the rest of the work could be done by volunteers. The total estimated cost including hire of scaffolding was £1,600
- c) Window blinds – two quotes had been received, from Gemini Blinds dated September 2017 for roller blinds (£11,200) and from Blinds by Dencas dated September 2018 for tensioned cellular pleated blinds (£13,365). Gemini Blinds had been asked to re-quote for tensioned cellular pleated blinds and this was awaited.
- d) Hall ceiling – two quotes had been received to remove the existing ceiling and the lighting bar nearest the stage, and to install a new ceiling including LED lighting and insulation. Chester Ceiling Ltd had quoted for tiles matching those in the Edna Rose Room plus 15 lighting panels, in the sum of £9,156. Signature Ceilings had quoted for non-perforated acoustic tiles plus 42 scattered LED lights which would be controlled in groups to allow different light levels, at a total cost of £11,598. Samples of the tiles were available at the meeting
- e) Stage lighting – Alun Williams had quoted £3,324 to install replacement stage lighting (to be mounted on the columns either side of the stage) and to upgrade the existing sound system. AHTC would retain their lighting on the bar at the back of the Hall

After discussion and in view of the fact that it appeared unlikely the grant request to Garfield Weston Foundation would be successful, it was **agreed** in principle to take forward all of the works outlined above. The decision on the blinds would depend on receipt of the second quote, and detailed decisions would then be needed re the colour etc. The proposal by Signature Ceilings was preferred. The total cost including the new doors agreed earlier in the meeting (see minute 3 above) and redecoration of the Hall by volunteers was estimated to be of the order of £36,000 which could be met from existing funds. The **Chairman** was thanked for his hard work in obtaining the quotations

## 7. Marketing and publicity

- **SH** presented her report. The first film night had been very successful with a large audience for both films. Ticket sales to date for “The Curse of the Mummy”/”Sherlock Holmes and the Blue Carbuncle” on Friday 5 October now stood at around 50 plus any sales on the door; it seemed as though a sizeable proportion of ticket sales were to non-Tarvin residents. Tickets were now on sale for “The Snow Queen” on 2 November and the pantomime on 1 December. Several users had taken up the offer of advertising on the TV in the foyer and new hirers would be told how they could advertise on the system

## 8. Forthcoming and future events

“The Curse of the Mummy”/”Sherlock Holmes and the Blue Carbuncle” (CRTA),  
Friday 5 October

**Film night “Incredibles 2”/”The Children Act”, Friday 26 October** (NB adult film will start later at 8.30 pm)

**“The Snow Queen” (CRTA), Friday 2 November**

Staffs Reels on Wheels had offered a Cliff Richard concert film and it was **agreed LB** would try to arrange a Sunday afternoon showing

The draft schedule of events in October had been circulated in advance of the meeting and the final version would be sent out shortly.

**9. Any other business**

- **BE** reported that plans for the Village Quiz were on track with Stuart MacNeil hoping to be able to be question master, Richard Orfanelli agreed as scorer. Invitations would be sent out to potential teams shortly (£6 entry fee per team)

**12. Date of next meeting**

Tuesday 6 November 2018

Meeting closed 9.20 pm