

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.30 pm on Tuesday 8 January 2019

Present: Alan Wilkinson (Chair), Jane Lush (Secretary), Ted Lush (Treasurer), Liz Brereton, Roy Brereton, Lyn Brunton, Peter Brunton, Bryan Evans, Sue Hardacre, Janet Shuttlewood, Vic Shuttlewood, Merryn Shaw (representing Ashton Hayes and Tarvin Flower Club), Gill Williams (representing Tarvin WI), Ian Griffiths (representing Tarvin Civic Trust)

1. **Apologies** – Brian Hardacre, Sharon Nolan

2. **Minutes of previous meeting**

The minutes of the meeting held on 4 December 2018 were approved and signed as a correct record

3. **Matters arising**

- the two surplus paladins had not yet been removed. **VS** was looking at a way to make the gates on the bin store more secure
- one of the damaged curtain tie-backs had been repaired but the other needed to be replaced
- the **Secretary** reported on a recent conversation with WeAreDigital. The company had a Government contract to support EU citizens applying for residence in the UK, and was seeking venues/organisations which could provide technical support for applicants. Volunteers would need identity/criminal record checks and training would be via a webinar. A memorandum of understanding was awaited at which point a decision would be made as to whether to sign up
- there had been no further contact from PRS/PPL and the **Secretary** would contact them as the current licence had lapsed

4. **Chairman's report**

- lettings for January were estimated at £3,332; this compared to £2,908 in January 2018
- thanks were due to committee members for their help preparing for/cleaning up after the improvement works over the Christmas period
- there had been an enquiry about a further yoga class but this had not been pursued
- following some recent discord between the Bingo Club and Ashton Hayes Theatre Club (AHTC) the **Chairman** had spoken to AHTC and would be speaking to the Bingo Club before their next session. After discussion it was **agreed** that ideally all hirers should if possible be tolerant of the activities of other users. **SH agreed** to be present
- the **Chairman, Secretary** and **Treasurer** had met Paula Maccabee (CWaC Property Services) on 17 December to discuss the ongoing problem with the drains, as well as other issues regarding the building – these included redundant/outdated electricity meters, electricity consumption, inefficiency of the heating system, lack of insulation and minor issues with the fire alarm (random beeping), broken bollard in the car park and need for self-closing taps in the toilets. The **Secretary** had provided her with a statement setting out the investment made by the Committee in the building since the new lease. There had been no further contact. It was **agreed** that if there had been no progress by the end of February the issues should be escalated within CWaC and local borough councillors involved

5. **Financial report**

- the **Treasurer** presented the monthly financial statement. Lettings as at 31 December totalled £25,262 with a further £3,388 invoiced but not received. Total expenditure to date on the building improvements stood at £22,118. Net events income for the year to date totalled £4,356. Expenditure on the improvements was being monitored so that money could be transferred from the deposit account if necessary. Total funds available were £63,633, including £50,095 in the deposit account
- the **Secretary** reported on the Christmas Quiz. £198 had been received from the sale of quizzes. After expenditure on printing and prizes the net profit was £177. The winners' names

had been published on *Tarvinonline* and the answers would be displayed on the village notice-board and in the foyer at the Centre. Thanks were due to everyone who helped sell copies

6. Improvements

The **Chairman** updated on the improvement works as follows:

- a) CCTV – now complete and fully operational. It was agreed the **Chairman** and **LB** should be the only Committee members to have access
- b) Hall high-level walkways – the 13amp sockets for the window blinds and stage lights had been installed and an invoice and electrical certificate was awaited (estimated cost £5-600)
- c) Window blinds – complete (work had been completed within two days). There were four switches on each side of the Hall, each controlling a group of blinds. It was important that the openable windows were not opened with the blinds more than 50% closed. Suitable notices would be displayed with instructions
- d) Hall ceiling – complete (work had been completed within two days)
- e) Stage lighting – Alun Williams would install this over the weekend of 19-21 January. This would include additional ambient/decorative lighting in the Hall
- f) Further works – one quote had been received for redecoration of the Hall and others were awaited. The Chairman intended to discuss with Qwest and the caretaker the issue of buffing the Hall/Edna Rose Room floors, prior to giving consideration to stripping and resealing both floors. After discussion it was **agreed** the Chairman would also talk to the caretaker re general cleaning issues

7. Marketing and publicity

LB reported that after consideration the current box office arrangements with the Post Office would continue

8. Forthcoming and future events

- **Village Quiz, Friday 11/Friday 18 January** – **BE** outlined the arrangements. **JL/EJL** bar, **JS/VS** raffle, Margaret Dixon door, **Chairman** scorer week 1, **Secretary** to buy winners' prize
- **“Ralph Breaks the Internet”/“Bohemian Rhapsody”, Friday 25 January**

A schedule of events in January had been circulated in advance of the meeting and final amendments were **agreed**

9. Any other business

A meeting of continuing committee members would take place in the Small Room on Monday 14 January at 7.30 pm to discuss the future running of the Centre

10. Date of next meeting

Tuesday 5 February 2019 in the Edna Rose Room

Meeting closed 9.00 pm