

## Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.30 pm on Tuesday 6 February 2018

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

### 1. **Apologies** – Pet Twigg, Simon Shaw (caretaker)

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

The minutes of the meeting held on 9 January 2018 were approved and signed as a correct record

### 3. **Matters arising**

- the **Chairman** had still to speak to the Woodland Trust and to buy a wheelbarrow for the caretaker

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

- lettings for February were estimated at £3,172 (including £660 from CWaC); this compared to £2,252 (£90 from CWaC) in February 2017. The referendum booking related to the Goway South NP

- plans for any Armistice Commemoration were still uncertain but provision had been made on the calendar for 4, 10 and 11 November
- some local residents were planning a celebration for the royal wedding on 19 May
- the latest Cheshire Community Action newsletter drew attention to BS safety recommendations re movable seating. For events using movable seating for 50-250 people, chairs should be linked together in lines of not less than 4. There was no requirement to replace all chairs immediately but ideally all new chairs should be capable of being linked together. After discussion it was **agreed** the **Chairman** would obtain a small number of linking clips which could be tested for practicality

### 5. **Financial report**

– the **Treasurer** presented the monthly financial statement. Lettings as at 2 February 2018 totalled £28,105 with a further £2,199 invoiced but not received. All old debtors had been chased and a number had now paid. The adjustments for the 2016/17 service charge plus an initial adjustment for 2017/18 had now been invoiced by CWaC and paid (there would be a further adjustment after the end of the current financial year). £2,540 remained to be paid for the new shed once the outstanding work was completed. Total funds available were £59,371

- it was **agreed** that **SH** would write to the Parish Council requesting a grant in 2018/19
- a request had been made to the borough councillors' 2017/18 grants budget for a supply of white china, and a decision was awaited

### 6. **Letting rates wef April 2018**

A schedule of new rates wef April 2018 had been circulated. After discussion it was **agreed** to adopt the suggested rates, which included a 3% increase in line with the latest Consumer Prices Index

### 7. **Hallmark 2 & 3**

The **Chairman**, **Secretary** and **VS** were due to meet the assessors on 12 February. A risk assessment had been prepared and circulated; after discussion it was **agreed** a) a speed limit/warning sign about the presence of children on the car park was unnecessary, as the nature/layout of the car park meant that speeding was not a major risk; b) the notice on the high-level walkway access ladders should read "Danger, restricted access by Committee members only". Depending on the outcome of the assessment, revised policy documents would be circulated for approval at a future meeting

### 8. **Improvement plans – update**

- the shed contractor was due to return to complete the work including installation of electric lighting, air vents and anti-frost heating. Volunteers would be needed to seal the concrete floor and

carry out other works before the shed could be brought into use. The outside would be sprayed green and new planting done at an appropriate time. Items currently stored under the stage would ultimately be moved to the shed, including those belonging to the Toddler Group, Rugbytots and Slimming World. It was **agreed** to allow Slimming World to provide a locked cabinet in the shed, for an annual charge similar to that paid by the Parish Council

- the final invoice to the contractor for the lounge contract had been paid
- Alun Williams had offered to provide and install a stage lighting rig using second-hand lights at no cost to the Centre. It was likely this would be done during the February half-term
- the **Secretary** reported that the grant application to WREN was substantially complete. A copy of the 2014 community survey was required and **LB agreed** to look for one. **RB** confirmed that based on discussions with the QS and architect the previous Building Regulations approval was sufficient; the additional electrical works would be self-certified by the contractor. The **Secretary** had drafted a letter to CWaC as landlord and **RB** would comment on this before it was sent. The George Heath Foundation were considering whether they would contribute as a third party funder and a decision was awaited. Around 24 letters/emails of support had been received from local groups and individuals, plus a dozen Facebook messages. The Committee **agreed** to authorise the **Chairman** and **Secretary** to sign the grant application to WREN, as well as any other grant applications connected to the project
- **BE agreed** to provide details of a grant scheme being run by Airbus UK of Broughton

## 9. Marketing and publicity

- **SH** presented her report. The plays, “Baggage” and “S.P.A.C.E.” had been cancelled by the theatre company due to poor advance sales. Tickets were now on sale for “One Man Shoe” on Sunday 22 April (£7 adults/£5 children) and the Wild Men of the Baroque on Saturday 5 May (£10). After discussion it was **agreed** not to try differential pricing for advance sales/tickets on the door. Promotion of the Wild Men of the Baroque had begun, including a paid advertisement with Chester Music Society

## 10. Forthcoming and future events

- **Table top sale, Sunday 11 February:** set up 7.45 am, open for sellers 8.00 am, buyers 9.00 am, £10 per table. 13 tables sold to date + 2 for Community Centre. Tea/coffee/bacon sandwiches in Edna Rose Room (**Chairman, EB** + help). All sellers must clear all goods by 2.00 pm
- **Film Nights - “Ferdinand”/“The Greatest Showman”, 16 February (RB to do bar)**
  - children's film tbc/”**Darkest Hour”, 23 March**
- **“Allo Allo” (Kingsley Players), 9/10 March** – Saturday sold out; Friday a few tickets available

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

## 11. Any other business

- there had been some recent instances of the building being left unlocked. Users should be reminded to lock up if leaving the building unoccupied
  - it was **agreed** to consider if new low tables were needed for children's parties
  - a suggestion was made that cooking equipment eg saucepans be provided but it was **agreed** not to do so as most users were happy to bring their own or to hire these
  - it was **agreed** that the **Chairman** should buy the white mugs included in the bid for new white china (see item 5. above) without waiting for a decision on the grant; old mugs could then be offered for sale at the table top sale
  - new data protection rules were being introduced and the next Cheshire Community Action meeting would include some guidance on this

## 12. Date of next meeting

Tuesday 6 March 2018 (Edna Rose Room)

Meeting closed 9.10 pm