

## Tarvin Community Centre Committee of Management

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

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

### 1. **Apologies** – Roy Brereton, Ted Lush

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

The minutes of the meeting held on 9 February 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
- the promised stage lighting rig had yet to be installed
- three folding tables had been bought and their legs shortened so they were suitable for children
- new white mugs had been bought and most of the old mugs disposed of (some sold at Table-top Sale). News of a grant from the Borough Councillors for new crockery was awaited

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

- lettings for March were estimated at £3,135 (including £660 from CWaC); this compared to £3,025 (£567 from CWaC) plus £800 from Ashton Hayes Theatre Club (AHTC) in March 2017
- the Table-top Sale had attracted 15 stallholders but attendance had been poor and stallholders had been offered partial refunds. The event made a net profit of £240 (mainly from sale of refreshments)
- **VS** had PAT tested all electrical appliances and done some minor repairs. The microwave had failed and it was **agreed** the **Chairman** should buy a replacement (estimated cost £70) and dispose of the old one
- the Police and Crime Commissioner had confirmed the Centre would become the base for the local Community Police Support Officer (CPSO). Signage etc was awaited but it was **agreed** the CPSO could begin to use the room behind reception as soon as it was clear of chairs
- the advisability of installing CCTV to cover the outside of the building including the new shed was discussed. **PT agreed** to pass details of the Parish Council's system to the **Chairman**
- the Chairman had carried out a fire risk assessment of the Centre, based on the format used by CWaC for schools. Following the assessment, fire escape signs had been provided over the doors between the Hall and Lounge, meaning there were now three official designated fire escape routes out of the Hall (giving two routes even if one was blocked). After discussion it was **agreed** a) to adopt the risk assessment and display it with other policies in the foyer; b) to send a copy to CWaC and request a copy of CWaC's own fire risk assessment so the two documents could be kept together; c) given the ease of escape from the Hall, not to pursue the issue of linking chairs together at events
- the **Chairman** and **SH** had attended a meeting of Cheshire Community Action (CCA) which had included discussion of new data protection legislation coming into force on 25 May. It was agreed **SH/LB/the Secretary** would form a sub-group to look at what personal data was held by the Committee and what changes were needed to conform to the legislation. Guidance from CCA/ACRE should be available soon

### 5. **Financial report**

- the **Secretary** presented the monthly financial statement. Lettings as at 28 February totalled £30,699 with a further £1,320 invoiced but not received. There was only one old debtor. The new A-frame had been paid for twice in error and a refund was awaited from the supplier. CRTA had been reminded to invoice the Centre in respect of last season's productions. **Committee members** were asked to submit any outstanding claims for expenses so they could be paid before the year end. Appended to the statement were details of the ongoing capital works showing expenditure to date and

grants/donations received: the net cost of the shed to date was £6,596 with further expenditure on electrics, painting, fitting out and planting to come. Total funds available were £62,915

- the Parish Council had been asked for the maximum £1,000 grant in 2018/19
- the Community Centre was again one of the Co-op's designated charities and a first instalment of £397 would be received shortly. This was earmarked to help pay for the new external signage

## 6. Hallmark 2 & 3 outcome and review of policies

The **Chairman** reported the outcome of the assessment on 12 February. This had been a lengthy and stressful process but it was understood the accreditation would be awarded, subject to some further actions required. A full set of new/revised policies had been circulated in advance of the meeting and these were **agreed** as follows:

- Booking (new policy covering roles/responsibilities, categorisation of hirers, booking periods, use of kitchen/equipment etc, priority for local users, cancellations, reasons for refusing a booking or requiring a deposit of up to £500)
  - Children and Vulnerable Persons Protection
  - Environment
  - Equal Opportunities
  - Financial (revised policy covering appointment of Treasurer and Independent Examiner, reporting, records, security, hire charges, invoicing/payment arrangements, insurance, reserves)
  - Fire Policy & Procedure
  - Health and Safety
  - Use of Alcohol Licence (new policy confirming no alcohol to be sold without Committee's express consent, no use of Temporary Event Notices by hirers, Responsible Person to be designated where relevant to ensure licence conditions are upheld)
  - revised Application to Hire. It would also be necessary for the Bookings Clerk to send the applicant a formal "acceptance of hire" document
  - revised General Conditions of Hire based largely on ACRE's recommended format/content
- All of the above documents would be put on the website. Hard copies would be provided to all Committee members and displayed in the foyer. Copies had been sent to Claire Jones at CCA for confirmation that they accorded with the Hallmark requirements

Other outstanding issues included:

- possibility of producing a simplified User Guide for hirers (no volunteers at present)
- adjustment to WiFi to protect against misuse – Flummoxed had been asked to do this subject to confirmation of cost (**LB** to liaise with Ross Brunton of Flummoxed)
- designation of a Committee member as building/health and safety officer, to reduce burden on Chairman (**EB** to ask **RB** if he would take this on)
- review of Business Plan – the **Secretary** would bring a revised version for consideration at a future meeting)

The **Chairman**, **VS** and the **Secretary** were thanked for their work on this process

## 7. Improvement plans – update

- the shed contractor had declined to do any further work and it had been agreed he would receive no further payment. A new electrician had been found to install the electric lighting and anti-frost heating, and this should be completed before the end of March. Volunteers from the Committee had painted the interior walls and sealed the floor. Subject to completion of the electrical work the shed was now usable and AHTC would be allowed to start storing items wef Saturday 11 March. The outside would be sprayed green and new planting done at an appropriate time. Padlocks would be provided and would use the same keys as the front gates

- the **Secretary** reported that the grant application to WREN had been submitted and acknowledged; a decision would be made on 6 June. The George Heath Foundation had agreed to contribute £2,500 as a third party funder, subject to WREN agreeing the grant. A further grant application had been submitted to Airbus UK. Responses from Airbus UK and from the Rylance & Smith Charity were awaited

## **8. Marketing and publicity**

- **SH** presented her report. Ticket sales had begun for “One Man Shoe” on Sunday 22 April (2 to date) and the Wild Men of the Baroque on Saturday 5 May (10 to date). Both events would be promoted widely. **SH** had attended a CWaC Voluntary Arts event and had made some useful marketing contacts. The Tarvin Silver Singers had sung at this event and it was suggested they might become involved in the proposed Armistice Commemoration event in November

## **9. Forthcoming and future events**

– **“Allo Allo” (Kingsley Players), 9/10 March** – Saturday sold out; Friday 4 tickets available

– **Family Film Nights: “Coco”/”Darkest Hour”, Friday 23 March**

**“Early Man”/”Finding Your Feet”, Friday 27 April**

– **“One Man Shoe” (CRTA), Sunday 22 April**

– **Wild Men of the Baroque, Saturday 5 May**

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

## **10. Any other business**

- potholes in the car park and the slow-acting light sensor in the ladies' toilet had been reported to Qwest

– nothing had been heard about the removal of the defibrillator, which was understood to be still operational

## **11. Date of next meeting**

Tuesday 10 April 2018 (Lounge)

Meeting closed 9.35 pm