

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.30 pm on Tuesday 10 April 2018

Present: Alan Wilkinson (Chair), Jane Lush (Secretary), Ted Lush (Treasurer), Liz Brereton, Roy Brereton, Bryan Evans, Sue Hardacre, Janet Shuttlewood, Vic Shuttlewood, Pet Twigg (representing Tarvin Parish Council), Sharon Nolan (representing Ashton Hayes and Tarvin Flower Club/Tarvin Gardening Society), Mark Wyatt (representing Tarvin Civic Trust)

1. **Apologies** – Lyn Brunton, Brian Hardacre, Merryn Shaw

2. **Minutes of previous meeting**

The minutes of the meeting held on 6 March 2018 were approved and signed as a correct record

3. **Matters arising**

- the Woodland Trust had pruned the crab apple trees in exchange for free use of the Edna Rose Room for their AGM on 20 April. **SN** had pruned the shrubs in the car park
- the **Chairman** had bought a wheelbarrow for the caretaker (£30) and a microwave oven (£60)

4. **Chairman's report**

- lettings for April were estimated at £2,476 (including £219 from CWaC); this compared to £2,076 (£44 from CWaC) in April 2017
- a members' budget grant of £978 had been received for new white china. New china had been ordered at a cost of £1,189 and delivery was awaited. The **Secretary** would try to dispose of the old china
- the proposed Royal Wedding celebration would not now take place. There would be a “mini-fete” in conjunction with the football tournament on 5 May which would use the car park (office side only) for no charge, but the building would not be accessible
- Weigh and Play (now Starting Well) had reduced to one session per month (third Thursday). Aerobics on Tuesday had ended due to lack of numbers
- the room behind reception was now available for use by the local Community Police Support Officer (CPSO) but the signage etc was still awaited
- two recent incidents of anti-social behaviour at the Centre would be reported to the CPSO. The **Chairman** had obtained quotes for CCTV from the company used by the Parish Council, for the installation of either six cameras (Community Centre only) or nine (Community Centre and CWaC offices). After discussion it was **agreed:**
 - a) to seek the opinion of the Police as to whether CCTV was justified by the level of risk;
 - b) the **Chairman** would get quotes from a second supplier
 - c) the **Secretary** would write to CWaC describing the recent incidents and asking their view on CCTV including if they would share the cost and if they had a preferred supplier
 - d) the **Treasurer** would ask the Community Centre's insurers to provide cover for the new shed
- the response by Qwest to recent reports of matters needing attention had been very good. Using email was proving more effective than telephoning
- Hallmark 2 & 3 certificates had been received and **VS agreed** to get all three certificates framed for display. Tarvin was understood to be only the second Community Centre in Cheshire to achieve this. Copies of the new policies and other supporting documents were circulated to all Committee members. The **Chairman** would ask Cheshire Community Action if the Hallmark logo could be displayed on the Centre's letterhead. After discussion it was **agreed** not to hold a specific celebration event at the present time but to publicise the achievement including to future prospective grant funders. **RB agreed** to become the designated building/health and safety officer (duties to be clarified). **VS** circulated a list of items which should be assembled into a facility maintenance manual and it was **agreed** the **Treasurer** would draw up a schedule allocating the various elements to specific Committee members with a suggested frequency. Thanks were expressed again to the **Chairman** and **VS** for all their efforts

5. Financial report

- the **Treasurer** presented the monthly financial statement. Lettings as at 31 March totalled £34,387 with a further £3,086 invoiced but not received: this was a 2% increase on the previous year. A refund of the duplicate payment for the A-frame was still awaited. It was hoped that the final settlement for the 2017/18 service charge would be made early in the new financial year. Total events income for the year was £8,599 of which £4,457 was due to the bar. The net cost of the shed in 2017/18 was £6,719 with further expenditure in 2018/19 on electrics/timber of £792 to date. Total funds available were £69,247, a year-on-year increase of over £13,000
- the final accounts would be delivered to Ray Williams (independent examiner) shortly
- the **Treasurer** would arrange for the account signatories to attend Lloyds Bank together so they could be set up for online banking including payments to creditors and access to bank statements

6. Data protection

SH, LB and the **Secretary** had had a preliminary meeting to go through the guidance. **All Committee members** had been asked to provide details of any personal data they held as a result of their role, and how they held it. Cheshire Community Action's advice had been sought re the circumstances in which people needed to be asked to give permission for their data to be held, but the response had been inconclusive. A newsletter would be sent to all current recipients plus an item on Tarvinonline. In the longer term there would be a Data Protection policy

7. Improvement plans – update

- the electrical work in the shed was complete and the storage trolleys had been adapted. Outside painting and planting would be done later in the spring
- WREN had asked for some further information, including written confirmation from the organisation for the £33,000 being provided as match funding. It was **agreed** to formally minute that the Community Centre Committee would provide the balance of funding for the project (after any grants received) from its own resources, which currently totalled £69,000 (see minute 5 above). The decision from WREN would be made on 30 May. The approach to Airbus UK had been unsuccessful but a grant of £500 had been received from the Ryland & Smith Charitable Trust

8. Marketing and publicity

- **SH** presented her report. “One Man Shoe” had been cancelled by the performer and ticket sales to date were being refunded. Sales of tickets for the Wild Men of the Baroque on Saturday 5 May were slow (c. 20) despite the efforts made to promote it

9. Forthcoming and future events

- **Family Film Nights: “Early Man”/”Finding Your Feet”, Friday 27 April**
“Peter Rabbit”/”Guernsey Literary and Potato Peel Pie Society”,
Friday 25 May (RB to run bar)
- **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

The **Chairman** declared that if re-elected for 2018/19 that would be his final year in post, and he would hope to carry out a gradual handover of duties to a successor(s) during that year

11. Date of next meeting

Tuesday 8 May 2018 – Committee meeting (Small Room) 7.00 pm followed by AGM (Edna Rose Room) 7.30 pm

Meeting closed 9.10 pm