

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.00 pm on Tuesday 8 May 2018

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

1. **Apologies** – Pet Twigg, Merryn Shaw

2. **Minutes of previous meeting**

The minutes of the meeting held on 10 April 2018 were approved and signed as a correct record

3. **Matters arising**

- the new china had been delivered and was in use. The old china had been given to Lostock Gramam Community Centre in return for a donation
- the official letter heading had been updated to incorporate the Hallmark logo
- the **Secretary** had written to CWaC about CCTV but no reply had been received

4. **Chairman's report**

- lettings for May were estimated at £2,549 (including £181 from CWaC); this compared to £3,344 (£660 from Ashton Hayes Theatre Club and £273 from CWaC) in May 2017
 - The monthly CWaC children support meetings would finish in June
 - the proposed mini-fete on 5 May did not take place
 - it was **agreed** to have a stall at the Christmas Market on 1 December (nature of stall to be agreed)
 - Margaret Dixon had asked for a meeting to discuss the future of the Village Quiz. It was **agreed** that the **Secretary** and **BE** would meet her (date to be arranged)
 - as recommended by the Hallmark assessment, it was **agreed** the **Secretary** would ask CWaC to carry out a) an energy efficiency assessment and b) a disability access audit

5. **Financial report**

- the **Treasurer** presented the monthly financial statement. Lettings as at 30 April totalled £995 with a further £2,119 invoiced but not received; this figure appears low because most regular users are only invoiced quarterly. The first quarter's service charge had been paid and the final settlement for the 2017/18 service charge was expected during June. Total funds available were £63,335
 - the setting up of online banking for the account signatories was in hand

6. **Adoption of 2017/18 final accounts**

- the Treasurer presented the final accounts for 2017/18 which had been examined and signed off by the independent examiner. The accounts were adopted for presentation to the AGM. The independent examiner had recommended that an inventory be produced to support the assets figure in the accounts and this was in preparation

7. **Improvement plans – progress report**

- outside painting of the shed/new planting remained to be done. The Parent and Toddler group would shortly be sorting out their items under the stage and it was hoped most of this would in future be stored in the Shed
- a decision on the application to WREN for a grant was awaited. **Committee members** were asked to let the **Chairman/RB** know of any minor works which might be incorporated into the refurbishment of the Hall

8. Marketing and publicity

- **SH** made a verbal report. The Wild Men of the Baroque on Saturday 5 May had been a great success with 84 tickets sold and excellent feedback; the final profit (including bar) would be around £270. A request had been submitted for two CRTA shows from the autumn season, one for adults and one for children. The pantomime had been booked for 1 December

At this point the Committee meeting was suspended and resumed after the AGM

9. Appointment of officers

The following were re-elected/elected unopposed as officers:

Chairman – Alan Wilkinson

Vice-Chair – Sue Hardacre

Secretary – Jane Lush

Treasurer – Ted Lush

Other Committee members agreed to continue with their current responsibilities

10. Forthcoming and future events

- **Family Film Nights: “Early Man”, Friday 11 May** (children’s film only, special showing to make up for failure to show film in April)
 - “Peter Rabbit”/”Guernsey Literary and Potato Peel Pie Society”,
Friday 25 May (RB to run bar)
 - Films tba, **Friday 22 June**

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

11. Any other business

SH agreed to take over preparation of the events cover schedule. The **Treasurer** would ask a contact with IT expertise for advice on streamlining/automating the bookings calendar/event cover process

12. Date of next meeting

Tuesday 5 June 2018 (apologies from Chairman, EB)

Meeting closed 8.30 pm

Meeting closed 9.10 pm