

# Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.30 pm on Tuesday 3 July 2018

Present: Sue Hardacre (Vice-Chair), Jane Lush (Secretary), Ted Lush (Treasurer), Lyn Brunton, Bryan Evans, Linda Fridd, Brian Hardacre, Janet Shuttlewood, Vic Shuttlewood, Gill Williams (representing Tarvin WI), Ian Griffith (representing Tarvin Civic Trust)

1. **Apologies** – Alan Wilkinson, Liz Brereton, Roy Brereton, Tom Cheadle, Sharon Nolan, Merryn Shaw
2. **Minutes of previous meeting**  
The minutes of the meeting held on 5 June 2018 were approved and signed as a correct record
3. **Matters arising**
  - the list of suggested minor works which might be incorporated into the refurbishment of the Hall was not available and would be brought to the next meeting
  - the children's show "The Snow Queen" had been confirmed for Friday 2 November
  - **BE** reported that sales of the Summer Quiz were going well with £150 raised so far
4. **Chairman's report**
  - lettings for July were estimated at £2,029 (including £181 from CWaC); this compared to £2,410 (£136 from CWaC) in July 2017. The reduction was due to fewer children's parties
    - The regular lettings to Karate and Adoption Support had unfortunately ended, but there were a number of new bookings from Park Foster Care
    - Users of the round tablecloths would be asked to ensure they were returned washed within a week or be charged £12 each to cover the cost of dry cleaning
    - The caretaker would be on holiday for the first two weeks of August and it was unclear how much cover would be provided by Qwest. Additional help might be needed from committee members to ensure the building was open and set up for users
    - SH had supplied updated information on Centre activities to *Tarporley Talk* but this had yet to be published (no information on any activities in Tarvin in the July edition)
    - The recent 18<sup>th</sup> birthday party had gone smoothly and the deposit had been returned to the hirer. It was agreed that any such parties in the future should always require a returnable deposit and the continual presence of responsible adults
5. **Financial report**
  - the **Treasurer** presented the monthly financial statement. Lettings as at 29 June totalled £6,749 with a further £3,617 invoiced but not received – most users were invoiced quarterly so these were very recent invoices. A small claim had been registered for one invoice which remained outstanding from December 2017 despite a number of reminders. The June film night had been sparsely attended and had made a loss of £32. The final settlement for the 2017/18 service charge was still awaited. Total funds available were £74,432
  - after discussion it was **agreed** not to pay £20 to renew the lottery licence. If required in the future a new licence could be obtained at a cost of £40
6. **Improvement plans – progress report**
  - the **Secretary** outlined the latest position. The sub-group had met and agreed not to amend the scheme at this stage but to bid for the full £50,000 from the Garfield Weston Anniversary Fund. The application had been submitted on 20 June and a decision would be made in October. Thanks were due to **LB** for producing a short YouTube video as part of the bid. The **Chairman** would seek further quotes for blinds for the Hall so that if the bid was unsuccessful this element of the scheme could go ahead from the Committee's own funds. After discussion and despite some concerns at the resulting delay in starting work this approach was endorsed by the Committee

- the **Secretary** reported that a free access audit had been arranged with CWaC's senior access officer (Graham Garnett) and would take place on 13 July; the **Chairman** and **RB** would attend
- the **Secretary** reported that CWaC had confirmed that the 2013 Display Energy Certificate (DEC) had expired although the accompanying Advisory Report (AR) remained valid. At the time the building had not been legally required to have an energy assessment; the rules had since changed and it was now required to have a DEC and AR with a 10-year validity. CWaC had said these would now be commissioned
- the **Secretary** would write to CWaC asking them to upgrade the drains, following a further instance of serious blockage. It was understood the number of staff based at the CWaC offices might be due to rise, which would put extra pressure on the system

## 7. Marketing and publicity

**LB** reported that Flummoxed had donated a laptop and TV screen to the Centre. The laptop was in the store-room off the foyer and was connected to the router. It used software which was designed to block malicious connections, prevent inappropriate internet searches and protect against hacking, although it was not yet fully functional. The TV was on the wall in the foyer and could display the booking calendar plus "advertisements" for events and activities. It was **agreed**

- a) the calendar displayed should be for the week rather than the month;
- b) **SH/LB** would discuss how the TV might be used in more detail and bring proposals back to a future meeting

## 8. Forthcoming and future events

There were no upcoming events or suggestions for future events

A schedule of events in August was circulated but it was **agreed** this needed to be reviewed in the light of what cover Qwest would be providing for the caretaker's absence. The schedule would then be recirculated

## 9. Any other business

None

## 10. Date of next meeting

Tuesday 7 August 2018

Meeting closed 8.40 pm