

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.30 pm on Tuesday 4 December 2018

Present: Alan Wilkinson (Chair), Jane Lush (Secretary), Liz Brereton, Roy Brereton, Lyn Brunton, Peter Brunton, Bryan Evans, Brian Hardacre, Sue Hardacre, Janet Shuttlewood, Vic Shuttlewood, Sharon Nolan (representing Tarvin Gardening Society), Gill Williams (representing Tarvin WI), Mark Wyatt (representing Tarvin Civic Trust)

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

2. **Minutes of previous meeting**

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

3. **Matters arising**

- the two surplus paladins had not yet been removed. The bin store was now padlocked
- **LB** had removed the damaged curtain tie-backs for repair
- the Cliff Richard concert film had been cancelled due to poor sales. There would be a Christmas family film (“The Polar Express”)

4. **Chairman's report**

- lettings for December were estimated at £2,004; this compared to £1,992 in December 2018. Due to the works in the Hall some lettings had been moved or cancelled and there were no party bookings over the Christmas/New Year period
- thanks were due to committee members/supporters who had helped to finish off/clean up the high-level walkway and to apply anti-climb paint to the shed and rear fascias
- recently there had been a small number of enquiries about paying for lettings or refreshments by debit card. If such requests became more frequent it would be necessary to consider introducing this facility
- the Treasurer had been approached by a company called We Are Digital, which has a contract with the Home Office to support EU citizens applying for settlement visas. The request appeared to be legitimate and the Treasurer had replied indicating interest in learning more. There had been no response but the committee would be kept informed of developments

5. **Financial report**

- In the Treasurer’s absence the **Secretary** presented the monthly financial statement. Lettings as at 30 November totalled £21,758 with a further £1,434 invoiced but not received. £1,532 had been paid for the CCTV installation, and £1,592 was due to be paid for the walkway railings. The net surplus on the pantomime was estimated at £274. Expenditure on the improvements was being monitored so that money could be transferred from the deposit account if necessary. Total funds available were £68,241, including £50,095 in the deposit account
- the current PRS/PPL licence expired on 5 December and was due to be replaced by a licence from a new combined body TheMusic Licence. As yet no invoice had been received

6. **Improvements**

The **Chairman** updated on the improvement works as follows:

- a) CCTV – this was now complete and fully operational. The **Secretary** would be given access
- b) Hall high-level walkways – the new flooring was complete and the new safety rails were in place. The installation of 13amp sockets for the window blinds and stage lights had begun and would be completed shortly. The electrician had mended the light over the rear entrance
- c) Window blinds – the fabric originally chosen was unavailable and an alternative similar shade had been chosen. Installation was due to take place on 7-10 January 2019
- d) Hall ceiling – installation was due to take place on 17-21 December

7. Marketing and publicity

- **SH** presented her report. The pantomime had sold out and been well-received. Making it ticket-only had worked well. The CRTA staging had proved impractical due to cost/timing/collection issues; the AHTC staging had been used and the help from volunteers in setting it up/taking it down was greatly appreciated. The stalls at the Co-op and the Christmas Market (at which 80 Christmas quizzes had been sold) had been valuable in emphasising the Centre's role in the village. Thanks had been received from the Christmas Market organisers for taking part. The Parish Council had agreed to a request to display a banner on the Playing Field fence four times a year to advertise CRTA shows and **SH** would purchase a new banner with the up-to-date logo. Recruitment of new committee members for 2019 remained a key issue and current committee members were urged to take every opportunity to encourage people to join
- **BE** reported on the Village Quiz. Six teams were signed up to date and committee members were asked to remind organisations they were involved in to sign up as soon as possible

8. Forthcoming and future events

Film night "The Polar Express", Friday 21 December – family film only.

Chairman/RB/EB to help with bar

Village Quiz, Friday 11/Friday 18 January

A schedule of events in December had been circulated in advance of the meeting and the final version would be sent out shortly.

9. Any other business

- **RB and EB** confirmed they were willing to serve on the committee for a further year from May 2019

10. Date of next meeting

Tuesday 8 January 2019 in Lounge

Meeting closed 8.30 pm