

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.30 pm on Tuesday 2 April 2019

Present: Alan Wilkinson (Chair), Jane Lush (Secretary), Ted Lush (Treasurer), Jane Armstrong, Liz Brereton, Roy Brereton, Bryan Evans, Sue Hardacre, Janet Shuttlewood, Vic Shuttlewood, Gill Williams (representing Tarvin WI), Tony Bland (representing Tarvin Civic Trust)

1. **Apologies** - Lyn Brunton, Peter Brunton, Brian Hardacre, Sharon Nolan, Merryn Shaw, Paul Woodbury

2. **Minutes of previous meeting**

The minutes of the meeting held on 5 March 2019 were approved and signed as a correct record

3. **Matters arising**

- CWaC had arranged for a chain and padlock to be supplied to secure the two extra paladins to the fence. Committee members were asked to check that it was being kept locked
- the damaged kitchen unit doors had been replaced at a cost of £168

4. **Chairman's report**

- lettings for April were estimated at £2,605; this compared to £2,384 in April 2018
- pressure on available car parking had peaked on 26 March when a large event had led to the car park (both sides) being full and many people parking on the nearby roads, causing inconvenience to neighbours, centre users and refuse collection lorries. It was **agreed** that anyone booking for a large event should be warned about parking issues and asked to advise their attendees that the Playing Field car park was available as an alternative [*NB Paula Maccabee of CWaC has since written to say that CWaC staff will be asked to bear in mind that community centre users need to be able to park as well, and to use the area furthest from the community centre only*]
- CWaC had asked for permission to park a small bus overnight and at weekends, but after being told of the parking problems had now found an alternative location
- Qwest had repaired one of the outside lights and fitted an additional light near the back door. These and all future replacement external lights are/will be LED
- there had been an issue over a party booking made in February for a date in July, partly to do with the level of charge and partly over whether the kitchen would need to be shared with another hirer. The possible kitchen clash had been avoided but the hirer had still cancelled. After discussion it was **agreed** that hirers cannot be guaranteed sole use of the kitchen unless they have booked the whole building, although every effort will be made to avoid major clashes. The weekend hire surcharge will be reviewed when the hiring fees are next reviewed (February 2020)
- the **Chairman** reported that he had received some complaints about the bar running out of individual items at recent events.
- tablecloths can be laundered by Johnsons the Cleaners, Sealand Road at a cost of £9 each. Hirers using the tablecloths can launder them themselves or pay a laundry fee
- there had been a provisional booking for European elections on 23 May, as well as the local election on 2 May. As presiding officer, the **Chairman** would unlock and lock up for the local election. If the European elections went ahead and he was again presiding officer, he would be given keys so he could do the same on 23 May
- officers of the Committee had met representatives of AHTC and agreed a standard pattern of bookings for future theatrical productions. They would be charged the village organisation rate but without the weekend surcharge and with a further 10% discount. Any "extra" hours would have to be agreed by AHTC and would be charged at the standard village organisation rate
- **SH** had taken over responsibility for most of the bookings and would be solely responsible from 16 April. The **Chairman** would continue to issue invoices until the AGM. It was noted that following the AGM he would be away for most of May and June

5. Financial report

- the **Treasurer** presented the monthly financial statement. Lettings as at 31 March totalled £36,632 with a further £4,112 invoiced but not received, making a total for the year for the first time of over £40,000. £29,500 had been invested in improvements over the course of the year. Net events income for the year to date totalled £7,718; this included £309 from the George Heath Foundation quiz night, £314 from the March film night and £808 from Robin Ince. As usual there would be a final settlement of the service charge for 2018/19 after the end of the financial year. Total funds available were £69,578, of which £50,238 was in the deposit account.
- the **Treasurer** would ask Ray Williams to be the independent examiner for the final accounts
- a card machine had been purchased at a cost of £34.80 which would enable payments to be taken by debit or credit card including contactless. A charge of 1.75% was deducted. Currently only the Secretary and Treasurer could use the app but other Committee members could be given access
- it was **agreed** to set up an account with Nisbets including payment by direct debit

6. Improvements

- the **Chairman** planned to meet Alun Williams on 4 April to finalise the stage lighting upgrade. Once the installation was complete there would be a teach-in for Committee members
- the decorator originally offered the job of painting the Hall had been unable to agree dates. The current temporary caretaker had agreed to do the work for a price of £1,500, of which £250 had been paid to date for materials. The work had begun and would be fitted in around bookings to minimise disruption

7. Marketing and publicity

SH presented her report. Robin Ince on 23 March had been a great success with 153 tickets sold. Marketing had begun for “One Man Shoe” on 10 May but sales were very slow so far. There was a doubt over the date for “Confessions of a Cockney Temple Dancer” but it was still hoped to have the show in the autumn. The next season’s CRTA programme was expected soon. The pantomime (Robin Hood) had been confirmed to coincide with the Christmas Market. The role of promoter for CRTA and other shows had been advertised but there had been no interest to date

8. Forthcoming and future events

- **“Lego Movie 2”/“Green Book”, Friday 26 April**
- **“One Man Shoe”, Friday 10 May** [NB EJJ/JL not available for bar]
- **Film night (“Fisherman’s Friends + family film tba), Friday 24 May** [NB EJJ/JL not available for bar]

The Gardening Society thanked the Committee for their help with the Society’s March meeting which had been a great success. The Society hoped to be able to run a Horticultural Show in 2019 (provisionally booked on calendar for 17 August)

A schedule of events in April requiring assistance had been circulated in advance of the meeting and was **agreed**

9. Any other business – None

10. Date of next meeting

Tuesday 7 May 2019 – Committee meeting in Small Room at 7.00 pm, followed by AGM in Hall at 7.30 pm.

Meeting closed 8.52 pm