

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.00 pm on Tuesday 7 May 2019

Present: Ted Lush, Jane Lush, Jane Armstrong, Liz Brereton, Roy Brereton, Lyn Brunton, Brian Hardacre, Sue Hardacre, Jane Hough, Fiona Lewis, Helen Flynn (representing Tarvin Parish Council), Sharon Nolan (representing Tarvin Gardening Society), Merryn Shaw (representing Ashton Hayes and Tarvin Flower Club), Gill Williams (representing Tarvin WI), John Daines (representing Tarvin Civic Trust)

Jane Hough, Fiona Lewis and Helen Flynn were welcomed to their first meeting of the Committee

1. Apologies – Peter Brunton

2. Appointment of officers

The following were elected unopposed:

Chairman	Ted Lush
Vice-Chair	Sue Hardacre
Treasurer	Jane Lush
Secretary	Jane Armstrong

3. Minutes of previous meeting

The minutes of the meeting held on 7 May 2019 were approved and signed as a correct record

4. Matters arising

SH had agreed with Jo Richards the arrangements for the Fete. The Committee would run a bar in the Edna Rose Room and the Methodist Church would serve refreshments using the kitchen and Hall. There would be no charge to the Fete for use of the Centre. **JA** agreed to help **EJL/JL** on the bar

5. Officers' reports

a) Chairman

- the presentation evening to mark the retirements of Alan Wilkinson, Vic and Jan Shuttlewood and Bryan Evans had been a success although numbers attending were a little disappointing. A framed text re the naming of the Wilkinson Lounge had been produced to be hung in the entrance to the Lounge. It was hoped to produce something similar to explain the naming of the Edna Rose Room
- estimated lettings for June were £3,328, including £575 from CWaC. This compared to £3,515 (£909 from CWaC) for June 2018
- the CWaC members' budget scheme was continuing, with Tarvin and Kelsall ward councillors having a total budget of £10,000 in the current year
- CWaC had thanked the Committee for handling the unscheduled European Parliament elections at short notice. The election booths should be collected by 13 June
- CWaC's Joint Emergency Planning Team had requested updated contact details in connection with the possible use of the Centre in a civil emergency. Details of the Chairman, Secretary and Building Manager (RB) would be provided
- The chairman had written to neighbours apologising for parking problems when large events were held at the Centre or CWaC offices, and saying CWaC had been asked to consider extending the car park(s)

b) Booking Secretary

SH reported that with **LB**'s assistance the initial technology problems had been resolved and the bookings system was now working well. Access to the CCTV system still needed to be updated. There were frequent requests by CWaC for meetings and it was important to get valid purchase order numbers for all such bookings. Approaches had been made about various possible new lettings including art classes, "different" yoga and pregnancy/post-natal exercise classes but none had yet been confirmed, partly due to limited availability of suitable slots

c) Website and Social Media

- **LB** outlined the work she had done to update the website, calendar, letter templates and individual email addresses including giving access to the official email addresses to each post-holder. Individuals

were urged to use the official email address (e.g. chairman@tarvincommunitycentre.org) rather than their personal email addresses. She would shortly be advertising for someone new to take on the role - it was **agreed** that **LB** would bring costed alternatives for updating the website style/format to the next meeting

- the final film night before the summer break would be on 21 June (family film still to be agreed, followed by “Red Joan”). Tickets and screens would be done soon. It had been agreed with the school to use its system for texting parents to publicise the films/other events, rather than paper slips

6. Financial report

- the **Treasurer** presented the monthly financial statement. Lettings as at 31 May totalled £3,487 with a further £509 invoiced but not received. Lettings invoices totalling £1,252 remained outstanding from before 31 March and these were being actively chased. The Parish Council grant of £650 had been received. The final settlement for the 2018/19 service charge was still awaited. £1,250 had been paid for the redecoration of the Hall. “One Man Shoe” had made a small surplus of £40. Total funds available were £65,058

- it was suggested that use of PayPal for receiving income be investigated

- bank account details would be updated with Alan Williamson removed and **JA** added as signatories

7. Community Centre building – issues with building, systems and grounds

- **RB** gave a verbal report as Building Manager. Recent issues had included

a) roof leak letting in water in the gents’ toilet and Small Room. The contractor on their first visit had said there was no problem. **RB** had met the contractor on a second visit and identified the problem which was now fixed

b) blocked gully in car park – again, **RB** had been told a contractor had visited and fixed the problem. This was not the case and the car park was again flooded due to heavy rain. A site meeting with the contractor was awaited

c) grass cutting – due to an apparent oversight the grass-cutting contract had been allowed to lapse. After much pressing CWaC Streetscene had cut the grass on 1 June. It was **agreed** **RB** should ask for it to be cut again before the Fete. Details of the Parish Council’s grass-cutting contract for the Playing Field would be passed to CWaC so they could consider using the same contractor

d) leak from central heating system into Hall furniture store – it was noted that while the caretaker had given the contractors access, he had not been present when they left. The boiler room had been left unlocked and the building not secure. It was **agreed** **SH** would ask the caretaker to contact **RB** if a similar situation arose in future

- the **Chairman** would produce some small notices reminding users to turn off lights and close windows and fire doors before leaving the building

- Alun Williams had agreed to come to the film night to ensure the film sound was working properly. It was **agreed** **PB** would ask him to look at the Edna Rose Room sound system at the same time

- the next meeting will discuss future improvements including replacement of assets, and agree priorities/timescales (**all committee members** to consider what priorities should be)

8. Handover to new committee regime

- it was **agreed** to review the data protection policy to ensure it was up-to-date

- David Thorp (legal adviser) would be asked to advise re the names on the lease with CWaC

- the **Chairman** **agreed** to circulate possible dates for a tour of the building to ensure Committee members were familiar with the building and the various systems/equipment

9. Marketing and publicity

SH presented her report. “One Man Shoe” had been a success with 67 paying customers. It was proving difficult to find a children’s/family show for the autumn but it was hoped to have a comedy/mystery play (age 6-7+) on 8 November, the day before the “Confessions of a Cockney Temple Dancer”. **FL** had agreed to work with **SH** on the next season’s productions with a view to taking over the promoter role

10. Village Quiz 2020

Following Bryan Evans’ retirement from the Committee the **Chairman/JA** agreed to organise this

(to include publicity, recruiting teams, organising officials and prizes). Margaret Dixon will continue to organise provision of questions

11. Forthcoming and future events

- **Bar at Fete, Saturday 15 June (EJL/JL/JA + anyone else willing to help)**

If necessary there will be a clean-up at 11.30 am on Sunday 16 June (**Chairman** to contact on day)

- **Family Film Night: tba/"Red Joan", Saturday 21 June** (NB this is final film night until September)

A schedule of forthcoming events had been circulated in advance of the meeting and members of the Committee had volunteered to help with events

12. Dates of next meetings

Tuesday 2 July 2019

Tuesday 6 August 2019

Tuesday 3 September 2019

Tuesday 8 October 2019 (Lounge)

Tuesday 5 November 2019

Tuesday 3 December 2019

Meeting closed 9.00 pm