

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.30 pm on Tuesday 6th August 2019

Present: Ted Lush, Jane Lush, Jane Armstrong, Liz Brereton, Roy Brereton, Lyn Brunton, Brian Hardacre, Sue Hardacre, Merryn Shaw (representing Ashton Hayes and Tarvin Flower Club) ,Richard Chaplin (representing Tarvin Civic Trust)

1. Apologies - Fiona Lewis Paul Woodbury Gill Williams Sharon Nolan

2. Minutes of previous meeting

The minutes of the meeting held on 2nd July 2019 were approved and signed as a correct record.

3. Matters arising from previous minutes

JA secretary now has access to Lloyds Business Account on line and the secretary email account is set up.

RB - Received 2 quotations for the wooden floor sanding and sealing - £4752 inc VAT and £4488 inc VAT.

It was agreed to accept the quote from the company that can carry out the work on 23/24th December and 27/28 December in time for the Tango New Year's Eve Party.

Chester Wood Flooring Ltd.

A contact will be agreed with 25% payable immediately 25% a month before work and the remainder on completion of work.

SH will liaise with the bookings that may be affected.

SH is continuing to accept prices / quotes for stage curtains.

There was a positive response to the article on Tarvin on Line written by SH on the possible acquisition of a table tennis table.

Chair replacement - JL has confirmed the same style of chair is available but the same colour of fabric is not. £44.95 plus VAT per chair. It was agreed that 40 chairs would be ordered to replace the heavy blue velvet ones and another 40 to be purchased in 12 Months time. The women members to choose a complementary colour of upholstery - done.

It was agreed that in addition to the wooden floor work, the carpet in foyer and corridor would be replaced and quotes arranged by RB.

4 Officers' reports

a) Chairman

TL reported that there was no progress with CWAC re extending the car park capacity.

Biffa the waste contract holders are moving the two surplus bins by the end of next week.

The gate with the broken lock will be replaced with the committee paying £114 to the Parish Council who will meet the remainder of the contractor's cost.

SH suggested that Alan Wilkinson's tribute should be moved into the lounge, this was agreed.

There have been problems stacking the round tables - TL to provide a notice stressing the safety issues and giving clear instructions on this.

SH to check Will the caretaker is fully informed about correct stacking.

SH asked whether the shrubbery maintenance is part of the current reinstated contract with CWAC

RB to check this.

b) Booking Secretary including Marketing and Publicity

SH reported that there had been some problems with locking up and that the committee had been more reliable than relying on Will the caretaker who may not be there at the right time. The Community Support Officer - Sue Keers had organised training without booking a room. SH has written to her to clarify the procedure but has had no reply. SH JL have ordered 2 replacement tables for the small meeting room costing £242.47 plus VAT as one was damaged.

5 Financial report

JL presented the report for August - highlighting some points presented the end of the document.

In addition - the estimated lettings for August are £1,238 (compares to August estimate of £2,292)

The deposit account stands at £65,170.95.

6. Community Centre Building - issues with building, systems and grounds

Community Centre grounds - There was a short discussion on leaving some ground as 'Wilding' - and it was agreed that this would be on the Agenda for September meeting. The committee would then agree on a suitable proposal to discuss with CWAC.

RB reported that he has also contacted CWAC re the removal of the 2 bins - without a response from them.

RB has reported the broken bollard to CWAC - Paula McCabe.

Car parking -

TL has contacted the Chief Operating Officer from CWAC re extending parking facilities; particularly as the number of staff from CWAC who use the centre has increased substantially.

It was agreed that SH and RB would gather photographic evidence over 3 days - of over crowding in and around the centre evidencing the need for more spaces and this issue will be on September's Agenda.

RB is obtaining a quote for carpeting hall and corridor from the other company he approached about the wooden floor.

SH suggested using carpet tiles and RB will discuss this with potential supplier.

7 Forthcoming and Future Events.

SH will liaise with Fiona Lewis before next meeting re a future publicity/ marketing strategy. After discussion about Kevin Jay magician/ hypnotist it was agreed to try to book him for February 8th 2020, 7 - 10.30pm. One hour of close up magic, 2 hours of comic hypnotism.

Admission charge £10 with 80% to us and £20 to him.

The Indian Dance show on November 9th will include snacks.

Prices for future events - £5 for everyone for the Pantomime.

£6 for everyone for theatre productions

£10 adults £6 children for Indian Dance.

8 Payment Card

Following discussion it was agreed for LB to trial the use of the card and reader at the September Film night and then to discuss further purchase / implementation at next meeting.

9 AOB

Quiz night

TL suggested Friday 10th and 17th January 2020 as Film night is the 24th.

TL and JA will organise recruiting teams, officials, collect raffle prizes, organise bar and winners prize. It was agreed to keep the format the same , Margaret Dixon will set the questions.

10. Dates of next meetings

Tuesday 3 September 2019

Tuesday 8 October 2019 (Lounge)

Tuesday 5 November 2019

Tuesday 3 December 2019

Meeting closed 9.00 pm