

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7:30 pm on Tuesday 8th October 2019

Present: Ted Lush (Chair) Jane Lush (Treasurer), Jane Armstrong (Secretary), Lyn Brunton, Gill Williams (WI Rep), Pete Brunton, Sharon Nolan (Tarvin Gardening Soc), Merryn Shaw (Flower Club), Tony Bland (Civic Trust), Fiona Lewis (Arts), Jane Hough, Helen Flynn.

1. Apologies - Sue Hardacre, Brian Hardacre, Roy Brereton, Liz Brereton.
2. Minutes of previous meeting
The minutes of the meeting held on Tuesday 3rd September 2019 were approved and signed as a correct record.

3. Matters arising from previous minutes

JL reported that as yet there had been no interest in buying the 40 blue chairs. LB suggested the Facebook Market feed, SN suggested they could be used by local homeless hostels, there were other suggestions: Rural Arts Companies, Community Centres: JL to follow up.

Trees / shrubs to be planted as part of planning permission for shed.
TL will ask the Woodland Trust to plant the species specified including Oak Buddleia Clematis Montana and give them a donation of £25. There was a discussion on the unsuitability of the species chosen but there is no option to change.

- 4 Officers' reports
 - a) Chairman

TL has reported problem of drains to CWAC - rodding required again.

A new caretaker has been appointed by Qwest - no name yet.

Defibrillator: Given to TCC by Parish Council. Prices for new battery and pads are £444.00 - the Committee agreed that these are to be bought and could last up to 5 years.

SH has agreed to check it regularly.

LB reported that the floor was very dirty in the ER room prior to Pilates.

- b) Booking Secretary including Marketing and Publicity

TL read the report written by SH in her absence.

There was a discussion on the low audience numbers for Bandersnatch and how to improve publicity. JA suggested a large notice board at the Coop or another A frame.

It was suggested that we sell tickets to the next event at a current one.

- 5 Financial report

JL presented the report for September - highlighting some points at the end of the spreadsheet.

TCC is now committed to the new flooring, carpet and signage costs.

Total funds available: £60,735.10

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

TL reported in RB's absence. The quotes for the entrance hall carpet obtained by RB were discussed and it was agreed we would accept 'The Little Carpet Shop' quote of £1980 using contract rated carpet and ribbed entrance matting. Colour to be discussed and agreed between RB JL JA JH.

RB is still liaising with CWAC re shrubbery/hedge maintenance.

The new signage will be installed the week beginning 14th October.

7 Marketing and Publicity

FL reported on CRTA events and promotion of them in the future.

Tickets are selling well for the performances in November - with a proportion of these selling on line

Raddlesham Mumps	8th November	32	
Cockney Temple Dancer	9th November	18	so far.

8 Forthcoming and Future Events.

Bookings are covered by members up to November 3rd.

9 Payment Card reader

LB reported success with the payment card reader at 2 events.

After discussion it was agreed that we should purchase 1 izettle machine and 2 refurbished iPad minis currently for sale at a cost of around £450. LB to follow up.

9 AOB

Christmas Market 30th November - there was a discussion on which activity to be planned in addition to the popular quiz produced by JL. Although a bran tub was a popular choice, this was later found to be not possible and a treasure hunt is a possibility - FH and JH to finalise.

FL suggested that spare tickets to children's events could be offered to Save the Family in Christleton as is done for the pantomime. The details will be discussed at the next meeting.

10. Dates of next meetings

Tuesday 5 November 2019

Tuesday 3 December 2019

Tuesday 7th January 2020

Meeting closed 8:45 pm