

## Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7:30 pm on Tuesday 3rd December 2019

Present: Ted Lush (Chair) Jane Lush (Treasurer), Jane Armstrong (Secretary), Brian Hardacre, Sue Hardacre, Roy Brereton, Liz Brereton, Gill Williams (WI Rep), Merryn Shaw (Flower Club), Mark Wyatt (Civic Trust), Sharon Nolan TGS, Fiona Lewis.

1. Apologies - Jane Hough, Lyn and Pete Brunton.
2. Minutes of previous meeting  
The minutes of the meeting held on Tuesday 5th November 2019 were approved and signed as a correct record.
3. Matters arising from previous minutes

The stall at the Christmas Fair- Rudolph's Nose was very successful and raised £79 in profit, £57 was taken for Christmas Quiz sheets.

The Chairman TL thanked everyone for their help.

Village Quiz - 8 entries have been received by JA, we still need a time keeper and TL will follow this up, any suggestions from the committee are welcome. More teams required, JA asked BH to put another advertisement on Tarvin online

### 4 Officers' reports

Chairman Ted Lush

Defibrillator was opened at the weekend, it requires regular checking and monitoring.

SH is happy to carry out the weekly check and record the result on line.

There are continuing issues with the security of the building, some to do with CWAC staff leaving and not having the responsibility of locking up, plus Slimming World booking all day but not staying all day. SH will take responsibility and ask those with regular bookings to contact her when required. RB also offered this. TL suggested those without a key to put the automatic door on to "Moon" setting.

MW has noticed the side door to the Edna Rose Room to be occasionally unlocked and it requires checking before leaving the building.

Treasurer Financial Report Jane Lush

JL presented the report for November 2019

Total funds available: £63,929,58

£442 spent on reconditioned iPads and accessories for use with card payment readers

£1122 spent on further deposit for Hall floor, now at 50%, £200 received for sale of blue chairs

£2532 received from Coop fund, the total this year now is £3029 which about covers the amount spent on Hall lighting.

Profits: Raddlesham Mumps £112, Temple Dancer £127, Nov Films £425.

The Panto funds not yet received by the bank. JL to check.

Brian Hardacre reported on an email from TalkTalk - for 50p a month more the Internet speed could be up to 3 times faster which may be useful as more people use laptops in meetings -

JL to investigate further.

Building Officer Roy Brereton

The installation of the new Gas boilers by CWAC is postponed until January 2020. There are problems connecting Gas to the mains supply. Oil has been ordered to cover the time gap. The alarm system is to be upgraded Noon 6/12/2019 - the contractors need to liaise with SH about access and lessening disruption.

Hedge trim not yet complete but is on the contractor's schedule .

Hall Floor being replaced 23/24 27/28 December.

SH asked about the maintenance of new floor and advice will be taken from the contractor.

Hall Carpet: JL to contact supplier about the final payment and the need for adjustment of an edging trim.

There was a discussion on fire evacuation drill and a trial of full house evacuation, RB would need to notify Fire Service, there will be further discussion and a plan for this essential event. SH drew attention to trip switches if some sockets are found to be not working. These are situated in the cupboard opposite the kitchen.

Booking Secretary Sue Hardacre

SH has booked a series of meeting from CW&C that require tea and biscuits for up to 100 attendees. The income is good but volunteers required to set up, supply refreshments and clear away will be working hard. Dates to follow.

SH initiated a discussion on staging/seating for Arts productions, storage, cost, suitability are all factors and this will be an item for the Agenda in January.

FL will investigate grants / funding for this.

SN requested a crib sheet / guidance notes for the hall/stage lighting plus the sound system.

MS and SN commented that other venues have a member of 'staff' present throughout the evening to assist with technical issues, this will be discussed at the next meeting.

FL added that this service would add to the cost of hire for the premises.

Arts Marketing and Publicity Fiona Lewis

The last 2 events gained great audiences Raddlesham Mumps 88 and Cockney Temple Dancer 56.

The Panto sold out in 2 weeks and the audience was 180.

CRTA has offered 'UGG Ogg and Dog' on Friday 13th March and for younger children 'George Egg' on Saturday 9th May. Excerpts can be seen on line.

There will be a free dance show on Friday 31st January "On the Border" set in Ireland.

We may book "Dad's Army Radio Show" in February if FL can persuade them to reduce their charges - also can be sampled on Vimeo - accessed from FL's report on line.

5 AOB TL thanked everyone for all their help and wished all, Seasons Greetings.

6 Dates of next meetings

Tuesday 7th January 2020 4th February 2020

Meeting closed 9.00pm