## Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7:30 pm on Tuesday 3rd March 2020

Present: , Sue Hardacre (Vice Chair), Jane Armstrong (Secretary), Lyn Brunton, Pete Brunton,, Roy Brereton, Liz Brereton, Helen Flynn (TPC), Merryn Shaw (Flower Club), Fiona Lewis, Mark Wyatt (Tarvin Civic Trust).

- 1. Apologies Ted Lush (Chair) Jane Lush (Treasurer) Gill Williams, Sharon Nolan, Brian Hardacre, Jane Hough
- 2. Minutes of previous meeting

The minutes of the meeting held on Tuesday 4th February 2020 were approved and signed as a correct record. Proposed by Sue Hardacre and seconded by Roy Brereton.

3. Matters arising from previous minutes

Pete and Lyn Brunton had investigated films to show for a teenage audience but there were none suitable to be shown with our current media equipment.

It was decided to put on hold, discussion around the youngsters' events until Jo Dodsley makes contact.

New fees - SH / LB will publish these on the noticeboard and website.

4 <u>Officers' reports</u>

Chairman

Ted Lush

Door stoppers have been put on the Hall doors.

Contractors continue to arrive without notifying relevant members of the committee. Again Roy's number will be given to them in the hope he will be given prior notice.

When there is a large meeting booked it is essential that there is a person to organise traffic at the end of Meadow Close.

SH was concerned that her message to visitors to use the car park at the scout hut was not being heeded but FL had noticed that is was well used on the day of the last meeting. The committee agreed that the small room through the store at the front of the centre should be improved in order that tuition, particularly one to one lessons could use it. There was a discussion on ventilation and fire safety but generally agreed that it should be fine as it was once used as an office. Charging rate to be agreed by JL and SH.

The major improvements to the stage were discussed and it was agreed in principle that the figure of £20K would be a starting point. SH has been in touch with Taylor Stage Services who have outlined a price of £14k for stage renovation and £7k for lighting.

Ashton Hayes Theatre Group have strong ideas on improvements/ existing props which may not meet with Committee's proposals, they have in the past paid for certain things - eg: carpet on stage. FL thought it essential that wider use of the stage by other theatre/ arts groups are considered for future use and development of the Hall and it was generally agreed. FL also showed details of relevant equipment being sold by Action Transport Theatre/ Citadel that we may want to purchase. RB added that the sound system in the hall needs replacing. SH FL will meet to have a more detailed look at what is available and then liaise with Michael Taylor and discuss conclusions with Yvette from Ashton Hayes in the near future. Lyn B said that the website needs updating too, quite difficult to demonstrate to the committee and suggested we invite her son Ross to the next meeting to give some examples. The cost to upgrade would be £50 to £70 and approximately £200 to implement. In principle this was agreed.

The hall may require more chairs as some of the grey ones are broken and others badly stained - it was agreed that this should be looked at in the next financial year. Merryn S offered to attempt the cleaning of some chairs and will liaise with JL. She also suggested Scotchguarding them to avoid stains and will attempt to replace rubber feet where missing and tighten side screws.

Treasurer Financial Report Jane Lush

SH read the report for February 2020 in JL's absence.

Total funds available: £69,429.17

A new fridge has been bought for the kitchen - £599 plus new bins for the toilets £65, plus some new mugs £30. The foyer carpet balance is still outstanding.

We have paid £180 to renew the security software for the website.

On the Border made a profit of £324 and the bar for Kelsborrow choir made £154.

A new A Frame has been bought for the Centre.

**Building Officer** 

## **Roy Brereton**

Roy reported on the progress of the new Gas central heating. The controls would be sited outside the caretaker's room.

The radiators would all be checked and the one in the very small room, previously mentioned, would be fixed.

The removal of the oil tank will give some extra storage room, potentially tiered seating / staging and access could be organised both internally and externally.

The was discussion on the spare staging currently owned and stored by CRTA and whether it would be a benefit to the hall if we took over the storage and how/who used it. FL is going to investigate and clarify the situation.

The committee agreed that RB would go ahead and obtain a feasibility study on improving the current toilet facilities - costing £395 plus VAT.

RB has seen the recent drain survey report but there was no reference to the ongoing problem reported in the past. He will set up further investigation.

The floor in the ER room will be upgraded, RB and SH will liaise to find a suitable time for the contractors to do this, probably at a weekend.

The chair SH thanked Roy B for his doggedness and determination to get things done!

**Booking Secretary** 

## Sue Hardacre

Sue reported that providing refreshments for a large group was hard work but financially rewarding. There has been a high level of usage bringing problems - see report.

Some emails from SH have not been received by potential bookers and so sought help from Ross at 'Flummoxed".

Compromise and understanding from regular groups is essential when an Ashton Hayes Production is due, SH tries hard to avoid clashes and problems, some regular bookings will be affected.

Ballet classes are going to diversify - Janice Anderson is going to offer Modern Dance in the future. Details to follow.

Arts Marketing and Publicity Fiona Lewis

13th March Ugg Ogg and Dog - this will be a full house of 160 plus, as infants from school are attending plus preschool. Helen F raised a question as she is bringing small children and hopes they will have a good view. FL reassured that they would be on chairs with the school children sitting on the floor.

SH FL both very pleased that the event is providing potential better future links with the school. George Egg on 28/3 needs more promotion as ticket sales not as good as expected. Saturday 28th March.

- 5 Caretaker's Duties RB will over see this.
- 6 Changing Lock Code TL to contact CWaC

7 Operational issues Gas Boiler - Instructions to follow.

8 AOB SH raised Corona virus issues. There will be bacterial hand wash in dispensers plus more bins and liners to dispose of tissues. The caretaker does clean handles and door plates every day.

SH reiterated that large meeting refreshments provide hard work for herself and other members.

FL suggested outsourcing the work to an occasional worker - she has a person in mind who could do this and this could be discussed further at the next meeting.

9 Date of next meetings

Tuesday April 7th May 5th

Meeting closed 9.30 pm