

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 19.30 on Tuesday 7th June 2022

Present: Ted Lush (Chairman), Jane Lush (Treasurer), Jane Armstrong (Secretary), Roy Brereton (Buildings), Merryn Shaw (Ashton Hayes and Tarvin Flower Club), Jane Grahame (Arts), Lyn Brunton (Social and Website), Sharon Nolan (Gardening Society), Margaret Matthews (WI)

1. Apologies - Parish Councillor Sarah Dutton

2. Minutes of previous meeting

The minutes of the meeting held on Tuesday 3rd May 2022 were approved and signed as a correct record by Ted Lush (TL).

3. Matters Arising from the Minutes.

Ashton Hayes Theatre group are not likely to change their name and add Tarvin as they say there is only one person from Tarvin in the group and Tarvin residents do not support the productions.

As we are their venue for productions the CC Committee was disappointed with this decision. Ian David is soon to fix the new and much smaller sound system to the shelf at the side of the stage and make it secure from theft.

Yoga mats that had been left in storage have been removed by the owner- Sandy McCormack.

The new Fire door to the stage requires a Fire Safety Notice and RB will source one.

JA circulated a list for members to update their personal details and to indicate if they were willing to be included on a WhatsApp Group. JA will add details, LB is also an administrator. The group will be used to quickly respond to an issue with the CC e.g. opening or locking up.

4. The Chairman formally thanked Pete Brunton for all his hard work as a member of the CC Committee for many years especially for the liaison with ROW (Films) and the organization/ setting up of the hall for films every month.

5. Officers' reports

Chairman's Report Ted Lush

See previously circulated report.

TL and John Bloomfield are going to change 8 seats and backs on the worn chairs with the new ones. This is to assess how easy or difficult the job is before ordering another 100 sets. Tarvin Pre-school Nursery have requested that the CC store some confidential material that has to be kept for 6 years. TL has agreed to store this in the shed at a cost of £4 per box per annum.

The Dept of Levelling Up has a Platinum Jubilee Fund for Community Centre improvement projects. TL has registered an interest suggesting new toilets at a cost of £120k and asked for a contribution of £75k. This is all dependant on CWaC's plans for the other side of the building as this is where they would be situated. TL and RB have discussed possible plans for this and another possible source of funding.

There was a discussion about the next fire check but as the last review was in 2021 there is not one due but the Committee agreed that we need to be aware of the requirements and a possible inspection. Chris Leavy had also raised this with JA.

Treasurer's Financial Report Jane Lush

See previously circulated report

A heavy month for expenditure on servicing and repair of equipment - £1003.00 to service the dishwasher, glass washer and water boiler plus repair to dishwasher and £273 to repair a blind in the Hall. 'I am no Bird' and the May films made a small profit. The Wifi account has been transferred from Brian Hardacre to the Community Centre but the payment arrangements have not yet been settled.

Total Funds available: £85,682.78

The Trustees Annual Report for the Charities Commission, prepared by the Treasurer, was adopted by the Committee. It was similar to previous years apart from covering the effect of Covid. The Chair and Secretary signed the report which will be submitted by J L together with the 2021/22 accounts..

Buildings Officer _____ Roy Brereton
Nothing to report that has not been discussed.

Arts _____ Jane Grahame
For CRTA events in the future the Committee will charge £12.50 for adults and £7 for children. JG will report on a meeting to be held shortly with CRTA that is mainly retrospective. The Pantomime, Goldilocks and the 3 Bears, is booked for 3rd December at 3pm before the Christmas Fair and will last for 70mins. LB asked JG for any pictures of this event that can be used for advance publicity. JG will also submit to CRTA our preferences for Autumn shows.

Events List - All events covered.

6. Safeguarding in the CC

JA reported back on the Introductory Training via Zoom in March.

The Committee agreed a revised Policy Document will be available in the CC lobby.

A basic guide and help sheet had been circulated to all members of the Committee.

TL and JA are the Safeguarding Leads but this role should be rotated around other members of the Committee in future years.

It is recommended, but not legally required, that the lead members be trained to level 3 and JA will ask, via email, Chris Davenport our contact at Cheshire Community Action to provide us with guidance on how to access this training.

Any groups using the CC are primarily responsible for the safety of their members / clients and the CC Committee are a back-up, only.

If any member has a concern about the safety of any young or vulnerable person or an incident the 2 leads must be informed. The person involved must be told that it has to be reported and then the lead persons can find help.

Details can be accessed from <https://safeguarding.culture.gov.uk>

7 Film Night Future Plans

JH is resigning from the Committee in September but will help with any handover. JA will carry on her shared role but help is needed with administration and ticket printing JH will liaise with JG to discuss this. LB would like help with the promotion of films etc. on the TV in the lobby and this will be addressed at the next meeting. There are no films in July and August.

Next Film "Operation Mincemeat" on Friday 24th June at 7.30pm. Doors open at 19:00 There will be no children's film. The tickets are available at the Post Office or on the door.

6 Any Other Business - None

7 Date of next meeting. is 5th July and the next 2 are 2nd August and 6th September. All start at 19:30. The meeting closed at 20.30.