

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 19.30 on 5th September 2023

Present: Ted Lush (Chairman), Jane Lush (Treasurer), Yurii Platyka (Web, Social Media), Jane Grahame (Arts), Sarah Dutton (Social Media), Merryn Shaw (Ashton Hayes and Tarvin Flower Club), Neil Poole (Tarvin Parish Council)

1. **Apologies** Jane Armstrong (Secretary), Sharon Nolan (Tarvin Gardening Society), Margaret Matthews (Tarvin WI), Helen Maguire

2. Minutes of previous meeting

The minutes of the meeting held on Tuesday 1 August 2023 were approved and signed as a correct record by Ted Lush.

3. Matters Arising from the Minutes

- Charity Commission Trustee forms have now all been submitted.
- the Chairman has written to Edward Timpson MP regarding the potential impact of Martyn's Law. A response is awaited
- the Chairman will meet Adam Friend regarding the 2024 fete on 7th September.
- Despite several emails and phone calls there has still been no response from CWaC regarding the internal changes we would like to make to refurbish the Centre toilets

4. Officers' Reports

4.1 **Chairman's Report** (Ted Lush) (previously circulated)

- CWaC has agreed to replace the flat roof over the foyer, toilets, Small Room, Edna Rose Store and back store room but there is no timescale as yet. A survey to discover if the building contains RAAC has been commissioned (date to be advised)
- the car park gates on the NHS side are now fastened with a combination lock. It was **agreed** to use the same lock on the gates on the Community Centre side, rather than the standard CWaC padlock. This will allow NHS staff to lock both sides if they are the last to vacate the building. The **Chairman** will ensure that regular Centre users and the refuse collectors are told the code to use
- it was noted that the NHS will begin using the Centre for Covid vaccinations wef 19 September. There will be up to 200 appointments per day, with 5 vaccination booths, so the car parks will be heavily used
- it was **agreed** that the Village Quiz (already agreed to be a table quiz) will be on Friday 12 January. Up to 20 teams can be accommodated with a maximum of 6 players per team. The **Treasurer** has some questions already and will organize the setting of further questions (including pictures, music etc). A new trophy will be purchased to mark the new format. The format will incorporate the quickfire round from the old format
- it was **agreed** the Committee will have a stall at the Christmas Market, selling Christmas decorations plus a game to be provided by **MS. Committee members will be required to man the stall on the day**
- the Chairman has signed a memorandum of understanding with Ashton Hayes Theatre Club (AHTC) for the purchase of new lighting, speakers and wiring upgrade as previously discussed. The equipment will be purchased by AHTC and the costs shared 50:50. The equipment will be available for use by AHTC and the Committee and will be the property of the Committee

- 4.2 **Treasurer's Report** (Jane Lush) (previously circulated) – there had been little expenditure in August and no income from events. Funds available as at 31 August totalled £91,535
- 4.3 **Arts Report** (Jane Grahame)
- the forthcoming CRTA-supported events are:
 - a) Daniel Smith (blues musician), Saturday 14 October
 - b) “Dragon” (children’s show), Saturday 11 NovemberTickets for both shows were available through the usual channels and publicity has begun.
 - it has not yet been possible to book a pantomime or similar live show, although some enquiries are outstanding. The **Secretary** will be asked to contact Reels on Wheels re the possibility of a Christmas film instead
 - it was **agreed** to hold the Open Mic night on 1 March and **YP** circulated some draft publicity posters
- 4.4 **Events List** (previously circulated) – cover was agreed for all the events and an updated list will be circulated

5. Any Other Business

- it was **agreed** to put up notices in the Hall and Edna Rose Stores detailing the number of chairs/tables to be stored in each space and how they should be stacked. The **Chairman** would ask CWaC if it was possible to have sensors on the fire doors
- a hirer had said that the wrong telephone number was displayed on the Centre website but this did not seem to be the case

Meeting closed at 8.25 pm

Next meeting 10 October in the Small Room (please note venue and change of date)

EVENTS LIST, SEPTEMBER/EARLY OCTOBER

Wed 6 th	Tarvin AFC (SR) open, welcome, close	19:00 to 21:00	YP
Sat 9 th	Party (H) open, welcome, show, close	11:15 to 14:30	SD
Sat 9 th	Party (H+WL) open, run bar etc	19:00 to 24:00	EJL/JL
Sun 17 th	Open <u>both car parks</u> for the Woodland Fun run	07:30	MS
Sun 17 th	Ensure Hall, kitchen and toilets are clean and serviced for Tango which starts at 14:00		MS
Sun 17 th	Lock <u>NHS side car park</u> after Woodland Fun Run		NP
Friday 29 th	Film night (H)	16:00 to 22:30	Set up JA, NP, JT Bar JA/HM Door SD
Monday 2 nd Oct	Literature Class new (SR) open, welcome, close	14:00 to 16:00	MS