

## Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre on Tuesday 5 April 2016

Present: Alan Wilkinson (Chairman), Jane Lush (Secretary), Ted Lush (Treasurer), Roy Brereton, Lyn Brunton, Bryan Evans, Brian Hardacre, Jo Richards, Janet Shuttlewood, Vic Shuttlewood, Sue Hardacre (representing Tarvin Parish Council), Gill Williams (representing Tarvin W.I.)

### 1. **Apologies** – Elizabeth Brereton, Pete Brunton

### 2. **Minutes of previous meeting**

The minutes of the meeting held on 1 March 2016 were approved as a correct record

### 3. **Matters arising**

- repairs and improvements to the sound and lighting systems were now scheduled for 7 April
- Qwest had been asked to quote for window cleaning but no quotation had been received. It was **agreed** to accept the quotation from a local window cleaner to clean all the windows inside and out every three months for £100/quarter
- nothing further had been heard about a fire audit. A fire evacuation assembly point sign had been ordered and would be erected at the far end of the car park
- it was **agreed** to delay fitting a padlock to the bin store until after the rebuilding
- a recent problem with the hot water system had again highlighted the problem at Qwest re identifying the Community Centre building on their system. In the absence of a full-time caretaker the Chairman had been called out to provide access to the building. It was **agreed** a) the **Chairman** would provide Qwest with alternative contact telephone numbers for the Committee; b) the **Secretary** would write to Qwest about identifying the building; c) the **Chairman** would speak to Clare MacLaren in the CwaC offices about their responsibility for liaising with Qwest

### 4. **Chairman's report**

- lettings for April were estimated at £2,394 (including £130 from CWaC); this compared to £1,990 (£218 from CWaC) in April 2015
- several members of the Committee had met an HR consultant sourced via Skillshare to discuss the issues around employing staff directly. A note of the meeting had been circulated, although it was understood that the advice re a 6-month probationary period might have been misleading. The Secretary had also circulated information from other community centres about their caretaking arrangements. Rob Delamere had now left Qwest permanently. A new caretaker (Ian Baker) was in place and working well. His standard hours were 7.00 am – 10.00 am Monday – Friday although this was subject to variation if he was required to work elsewhere. He was also working evenings as cleaner for the office part of the building and would lock up the Community Centre if not in use. In the circumstances it was agreed not to pursue direct employment of a caretaker at the present time
- Iddenshall Hall had ended their monthly tea/coffee afternoons. It was **agreed** they should be invited to future events where appropriate
- following a recent incident involving a car leaving the office-side car park and children playing in the road, the driver had asked Qwest to cut back the hedge to improve visibility for car park users
- it was reported that the Community Centre was designated as an emergency rest centre in the event of a major emergency. It was **agreed** the **Vice-Chairman** should attend a workshop event in Winsford on 25 May
- **PB/LB** were getting prices for new mugs with the Centre logo for the kitchen
- the **Chairman** would resend to Committee members the list of allocated contacts for hirers

### 5. **Financial report**

- the **Treasurer** presented the financial statement for March. Actual lettings income totalled £32,300 with a further £2,147 invoiced but not yet paid. It was **agreed** to write off invoice number 16/050 for £38.56. The CRTA show "Tadpoles" had made a profit of £15 and the March film night a profit of £112. Reels on Wheels had been asked repeatedly to submit invoices for the sums owed to them and

had failed to do so, but provision had been made in the accounts for all the outstanding amounts. Total funds available were £61,433 although this included a net £7,742 (grants less expenditure to date) for the planned lounge improvements

## 6. Improvement plans

- **RB** reported that four contractors had been submitted tenders by the deadline. A tender report had been received from SP Projects Ltd which recommended acceptance of the lowest tender, which was within the initial estimate. It was **agreed** a) to ask SP Projects to tell the contractor with the lowest tender that the Committee intended to award them the tender subject to confirmation from WREN that they were happy; b) to provide WREN with copies of the tender documentation as required by them and check that they were content for the tender to be accepted

## 7. Marketing and publicity

- **SH** presented her report. Tickets for “Bane” were selling very slowly and in view of the likely small audience the audience would probably be seated cabaret-style. There had been some excellent reviews of the show but the publicity material was felt to be unappealing. Publicity was about to begin for “Bandersnatch” on 14 May. The Andre Rieu Maastricht concert film would be shown at 3.00 pm on 24 July

- there was a long discussion about the use of the Community Centre website and Facebook page and the Tarvinonline website. It was **agreed** a) that **LB** and **SH** should continue to post regularly on Facebook and should use their discretion about the suitability of material, but with a strong bias towards items directly relevant to the Community Centre and taking care to avoid anything too personal; b) the **Secretary** should send the minutes of Committee meetings to Tarvinonline; c) the minutes could potentially be a source for additional news items for Tarvinonline and the Community Centre website

## 8. Summer Fete

**JR** presented her report. The fundraising coffee morning had made £161 and there would be a further fundraising tea party on the playing field on 25 May. A £500 grant had been awarded from the Movers and Shakers ACTIVate fund. Tarporley Army Cadet Force were to march in the parade. There were 34 stalls now signed up, 16 of which were for charities or good causes so not charged for. The charges to commercial stall-holders were discussed and it was **agreed** these should be reviewed after the event

## 9. Forthcoming and future events

- “Bane”, 8 April (CRTA show)
- Sarah McQuaid, 23 April (promoted independently)
  - Film Nights - 29 April, “Kung Fu Panda 3” and “Dad's Army”
  - 27 May (“Eddie the Eagle”) (adult film only)

Please note help is needed moving film equipment and furniture at start and end of film nights

- Table Quiz, 6 May (BE/JL setting questions, SH/BH bar)
- “Bandersnatch”, 14 May (Roy B/BE bar)
- Fete fundraising tea party, 25 May, King George V Playing Field, 3.00 pm

- **SH agreed** to contact local blues/rock band “Dimension” about a show in the autumn

– a schedule of forthcoming events was circulated and members volunteered to cover these as necessary

## 10. Any other business

It was **agreed** **LB** should investigate buying a colour laser printer at an estimated cost of £350

## 11. Date of next meeting

10 May 2016 (AGM at 7.45 pm, to be preceded by a brief committee meeting at 7.15 pm)