

Tarvin Community Centre Committee of Management

Minutes of meeting held at Tarvin Community Centre at 7.30 pm on Tuesday 5 March 2024

Present: Ted Lush (Chair), Jane Lush (Treasurer), Sarah Dutton, Helen Maguire, Yurii Platyka, Neil Poole (representing Tarvin Parish Council), Merryn Shaw (representing Ashton Hayes and Tarvin Flower Club), Gill Williams (representing Tarvin WI), Nita Lawton and Christine Tickell (Ashton Hayes Theatre Club)

1. **Apologies** – Jane Armstrong, Sharon Nolan

2. **Minutes of previous meeting**

The minutes of the meeting held on 6 February 2024 were approved as a correct record

3. **Matters arising**

None

4. **Ashton Hayes Theatre Club**

The Chairman welcomed the representatives of Ashton Hayes Theatre Club (AHTC) to the meeting. He had written to AHTC inviting them to nominate a representative to the Committee. **NL** agreed to join and was welcomed to the Committee. She would be the key go-between between the two organisations, which should improve communication and help to avoid the issues which had arisen during recent productions. It was noted that

- the new lighting bar had been taken down and was currently on the stage
- Bingo had moved their Christmas Bingo to the end of November. AHTC were very grateful to them for giving up their Thursday sessions during the October/December production performance weeks. It was important for them to have an uninterrupted run of performances
- Ian David had updated the Chairman on progress with the ongoing sound/lighting upgrades

5. **Chairman's report**

- Jane Grahame had stepped down from her role as Arts Officer and the Chairman had thanked her for her contribution. A draft item for Tarvinonline seeking a replacement had been circulated and the text was agreed. **YP** and **SD** would publicise the vacancy on Tarvinonline, the Centre website and social media
- both forthcoming CRTA shows were now on Ticketsource. **YP** would print tickets for Club Origami to be sold in the Post Office. Publicity materials were needed and the company would be chased for these
- it would be desirable to have more Committee members and the current members were urged to approach possible candidates
- CWaC had carried out fire prevention works including new powered shutters on the kitchen hatches, a new door for the caretaker's room and replacement fire extinguishers. The shutters were key-operated and it was stressed that the keys should not be removed. New taps had been promised for the toilets but not installed as yet.
- there was no news about the replacement roof at the rear of the building, or the promised wild flower meadow
- the kitchen dishwasher had been serviced following a problem with emptying it. No fault was found but the engineer had advised that the pump would need replacing at some point, at an estimated cost of £195
- the Parish Council (PC) had bought a defibrillator which they had planned to install at The Sheaf, but this was now unlikely given the installation cost. It was **agreed** that the **Chairman** should suggest to the PC that it be installed on a post in the Centre grounds, close to the outside lighting column which could supply the power, and positioned so as to be accessible over the fence at all times. This would replace the current defibrillator in the porch
- 4 committee members did not have keys and the Chairman would arrange for them each to have a set. It was **agreed** that the entrance door code should be changed and the door engineers would be asked to do this. After discussion it was agreed not to change the gate lock at the present time

6. Financial report

– the **Treasurer** presented the monthly financial statement. Lettings as at 29 February totalled £33,635 including £1,283 invoiced but not received. Expenditure since the last meeting included £410 for two new tablets to replace the i-Pads used to take money on the door and in the bar, and £90 for the dishwasher call-out. The February films made a surplus of £147, which was an improvement on previous months. The Virgin Money deposit savings account had been closed and the funds transferred to a new 32-day notice account with Lloyds Bank, apying 2.6% interest and operated online in conjunction with the current account. Total funds available were £94,088, of which £71,005 was in the deposit account.

7. Events List

A schedule of events in March/early April requiring assistance had been circulated in advance of the meeting and further volunteers were added

8. Approval of Toilet Improvement Plans

The latest plans had been circulated together with a letter from the architect. The provisional cost was estimated at £95,000 + VAT = £114,000, of which the Committee could contribute approximately £70,000. The Committee **agreed** to proceed with the scheme as planned. The scheme would now go out to tender, which would lead to a clearer picture of the actual cost

9. Future Events

The film choices for April were discussed and it was **agreed** to ask for “Kung Fu Panda 4” and “Wicked Little Letters” (the latter subject to a warning in the publicity about bad language)

10. Any other business

- the booking system on the website was not working at the moment and **YP** had asked Ross Brunton to look into this
- some users were putting tables away without wiping them down. The **Chairman** would ask the caretaker to clean them from time to time

11. Date of next meetings

Tuesday 2 April 2024

Tuesday 7 May 2024 (AGM)

Tuesday 4 June 2024

Meeting closed 8.45 pm