

# **NOTES FROM TCC MANAGEMENT MEETING HELD ON MONDAY, 30<sup>th</sup> JANUARY, 2023**

## **Present:**

Matthew Grant (Chair), Linda Martin (Vice Chair), Vinnie Kalcut (Treasurer), Anita Langford (Business Secretary), Tony Yeates (Maintenance & Projects), Trustees – John Smith, Ken Wood, Geoff Crump, User representative Trustee - Ann Schuberth (Flower Club), Sue Webb (Volunteer), Kay Walker (Minute Secretary)

## **Apologies:**

Pam Maxwell, Jim Spence, Andrew Locke

## **Distribution of Minutes:**

CIO Trustees, User group representatives, Volunteers, Parish Council Clerk, TCC website, James Blackford, Nick Oates and Steve Davies

## **Declaration of Interest:**

There were no Declarations of Interest

## **Minutes of previous Meeting:**

The minutes from meeting dated 28<sup>th</sup> November, 2022, were accepted.

## **Matters arising not on the Agenda:**

MG said he had not yet got a key for stage door, KW will provide.

## **Finance – Treasurer's Report:**

VK said she has not yet sent out the Treasurer's report. AL said she needed to find out if land and building assets are an endowment asset or restricted. This is because as a CIO, the way we need to complete our accounts has changed. JS said they are an endowment asset but will double-check and get back to AL. VK will get accounts finalised and sent out. AL said we have been paid for the covid clinics at long last.

## **Agreeing 2022/23 budget:**

AL said room hire up to £40,000, total income just under £62,000. With regard to expenditure Nick Rayner and Rob's grass cutting has increased. Gas and electric is assumed consumption and they will be underestimated as heating may be on longer. On the projects we have a Fire & Safety 10 year audit also discussion about replacing the central heating

control and we need to decide what we are doing with the Co-op local fund application. Regarding the Spacehive we have been fully funded so do not need to dip into our resources which saves us £1,000. Also, we have allowed a £400 contingency for the price for the cavity wall insulation price increasing. TPC were going to make a donation of up to £500 should our crowdfunding not be fully successful and as this is no longer needed AL has asked the PC if we could apply for some money towards any CWI overspend. AL will get back to her should this need arise. The U3A quilting group made a quilt and sold it for £200 and they would like to donate this to us. We are looking at a final budget of just over £6,000. TY proposed that we accept the budget and KW seconded, everyone in favour of accepting the budget.

### **Increasing Hire Charges:**

AL said the lead times for account holders is 12 months and for none account holders 6 months. Account holders can currently book until 30.11.23 and none account holders 31.05.23. New dates for Account holders will be released 01.03.23.

AL said we are expecting a surplus at the end of the year. The biggest concern is gas and electric but everything else could go up by inflation over the next few years and we need to address that. We haven't increased prices since 2020 but good practice to educate our hirers that each year we will be increasing our hire charges even if as little as 1%. Need to bear in mind that all account users get an extended calendar and it may be that they can book a year in advance. The next release of dates for booking is due in March. Much discussion took place on the amount to increase hire charges by but finally agreed to increase the main hall by 5% and the other smaller rooms by 2.5% - KW proposed and seconded by JS – unanimous decision.

**Addendum** – emails to all Account Holders re this were issued 1.2.23.

### **Business Secretary's Report: Spacehive**

- AL said we are now fully funded on Spacehive. Campaign closed and we've applied for the money which will take about three weeks to come to us. Need to make sure our Stripe account is up-to-date.
- AL said she has signed contract for windows and the form about making the 50% deposit. Work will commence in May and not before because of the Parish elections.
- AL said we are back on track after 3 years with the website after covid. TENS currently at 8 licences for 12 nights. We need to find out about when the NHS want to use us next for the spring booster campaign.

## **Field and Play Area:**

Linda to email any news on this.

KW said he had issues about a specific tree which is diseased and needs to come down quickly. KW to liaise with LM about this. AL said that the PC have posted on their website and Facebook that the 3 Musketeers have applied for the necessary planning permission to work on the trees we have agreed. There are a few more weeks for public comment.

## **Maintenance and Projects:**

SW said that the carpark was lethal for film night with the ice and snow. TY said that the PC have a gritting contractor who goes around our carpark about 7am and if temperature is below 1 degree he does his work. We pay the PC a lump sum every spring. TY said all users need to know where the salt bins and shovel are kept.

AL said in the evenings the lighting in general is very poor when going down the steps or down the ramp. The ramp in particular is not well illuminated. Need to decide if we need extra lighting. JS said the handrail needs looking at by James Blackford.

TY said he would like to concentrate on the energy saving projects this year.

## **Jazz Duo:**

KW said this has now been cancelled.

## **Any Other Business:**

There was no other business.

## **Future Budget Planning:**

This item was discussed after the meeting by Trustees only

## **Date of Next Meeting:**

The next meeting will be held on **Monday, 27<sup>th</sup> February, 2023, at 7pm. On Zoom.**