

# NOTES FROM TCC MANAGEMENT MEETING HELD ON MONDAY, 31<sup>st</sup> JULY, 2023

## **Present:**

Matthew Grant, Linda Martin, Anita Langford, Tony Yeates, Vinnie Kalcutt, John Smith, Eveleigh Moore Dutton, Ken Wood, Geoff Crump, Jim Spence, Andrew Locke, Angie Yeates, Charlotte Hodgkinson, Kay Walker

## **Apologies:**

Lisa Miller, Ann Schuberth

## **Distribution of Minutes:**

CIO first Trustees, existing Trustees, volunteers, Parish Council Clerk, TCC website, James Blackford and Nick Oates

## **Declaration of Interest:**

Eveleigh Moore Dutton declared she is a Trustee of Darnhall School Education Trust

## **Previous Minutes of Meeting:**

The notes from meeting dated 26<sup>th</sup> June, 2023, were accepted.

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

AL said a baby changing unit had not been ordered and was considering removing the remaining strap from the existing one. She is to email NCT to see what they think about having a table without straps.

## **Finance: - Treasurer's Report:** (copy attached)

TY asked Treasurer if cash in bank and investments added together make the total reserves, VK agreed. The remaining Northwich Glass invoices will appear in the July accounts. Positive picture. KW asked why are we holding so much in cash ? (£87,643.87) AL said because of the good interest rate. Agreed that in future when entering into major projects, payment terms of 10 working days should be agreed which will help Treasurer.

## **Business & Booking Secretary's Report** (copy attached)

AL said she has booked up 2 contracts with Reed Wellbeing. Also had enquiries about starting Party Bingo who want to hire the main hall three

times a year. AY has shown them around and we are waiting to see if they wish to hire us.

- **Policy Approval & Action to be taken**

JS & AL have gone through the documents. Agreed we can agree them all at once as no significant changes. H & S to be looked at in more detail and we have until the October meeting to sort out. TY said FRA centred on the need for an emergency plan and we need to make one. This will involve a new document and revisions to our T&Cs, H&S Policy and possibly our H&S risk assessment. TY will start drafting this and will consult *NO*.

We also need an annual report on complaints. LM and KW will get together to sort out.

### **Martin's Law – Main Hall Capacity:**

AL said no further forward on this. Need more details – keep an eye on this.

### **100 Club:**

Leaflet was shown to Committee on 100 Club for Utkinton Village Hall. Discussion took place as to whether we want one for CC. TY said we will be asking people to donate to Spacehive again in the future so maybe not a good idea to ask for both. Agreed to leave this for now but look at having a 'Friends of Tarporley Community Centre' in the future.

### **Maintenance:** (copy attached)

**Storage trollies:** TY said the table storage trollies are now in use in the MH and CR. Nothing must be stored in any emergency exit.

**Stage curtains:** The invoices and FR certificates for the stage curtains have been found and accepted.

**Elec smart meter:** Fitted and in operation.

**Aug shutdown:** See M&P report for planning. Some work still being arranged.

### **Projects:**

TY circulated FRA report remedial works and Committee discussed: -

**Item 1** – Committee suggested just refurbishing the bench in Committee Room instead of disposing. MG suggested getting a quote for refurbishment. Regarding the 12 chairs with no certification, continue to use, but check if chairs can be re-upholstered.

**Item 2** – All agreed not to go ahead with this item.

**Item 3** – All agreed to go ahead with all the items in the foyer area.

**Item 4** – All agreed to go ahead with this item. Noted that fire doors are generally made of wood or metal and not UPVC.

**Item 5** – Agreed not to change the kitchen outer door to outward opening and just to fit a thumb turn lock.

**Item 6** – All agreed we go ahead with this item. JB will forward to the TADS Committee that they will buy and install a ladder to make access safer. Sofa in loft will be removed by JB.

**Item 7** – All agreed to go ahead with this item.

**Item 8** – All agreed to go ahead with this item.

**Item 9** – All agreed to go ahead with this item.

**Items 10 and 11** – Agreed not to go ahead with intruder alarm on account of cost and operational problems. TY will explore having a door switch on each MH emergency exits and the main kitchen linked to a visual alarm in the foyer.

**Stage curtains:** TY said that the stage curtains have been up 15 years and not been cleaned or re fire-proofed. Had quote of £3,200 to take down curtains, dry clean them and re fire-proof them and then put back up. All agreed to go ahead with the full package. We would then receive new FR certificates for them.

**Lease of field to TPC:** Still awaiting fair rent determination from BA Commercial

### **'Maximillians' pizzas to use car park ?**

MG said they wanted to come on a Saturday night September to April 5pm – 8pm and would pay us £30. After much discussion agreed to trial it for a month in September but it should not clash with anything going on in the CC. MG to get back to them.

### **Gardening:**

AY said that the wild flower garden needs to be addressed soon maybe in September and Rob will help.

### **MM Cleaning during August:**

LM said MM working normally this week and then next week she has asked them to do some deep-cleaning of toilets, vacuum curtains, wipe down window sills etc. and the gaps between the radiator panels. LM has cancelled 3 weeks in August 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>, and re-commence on 4<sup>th</sup> September.

### **Any Other Business:**

No other business.

**Date of Next Meeting:**

There being no meeting in August the **next meeting with take place on Monday, 25<sup>th</sup> September, at 7 pm.**