

NOTES FROM TCC MANAGEMENT MEETING HELD ON MONDAY, 26th JUNE, 2023

Present:

Matthew Grant, Linda Martin, Anita Langford, Tony Yeates, John Smith, Jim Spence, Andrew Locke, Angie Yeates, Eveleigh Moore-Dutton, Charlotte Hodgkinson, Ann Schuberth, Kay Walker

Apologies:

Pam Maxwell, Vinnie Kalcutt, Geoff Crump, Ken Wood, Lisa Miller

Committee members unanimously agreed that Eveleigh Moore-Dutton should be co-opted as a Trustee. MG said Eveleigh's understanding of Local Government and links with Cheshire West will help us in the future.

Distribution of Minutes:

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

Declaration of Interest:

There were no Declarations of Interest.

Previous Minutes of Meeting:

The notes from meeting dated 29th May, 2023, were accepted.

Matters arising not on the Agenda:

There were no matters arising not on the agenda.

Finance – Treasurer's Report:

No report as Treasurer absent from meeting. AL updated meeting saying invoices outstanding for payment being chased up and just under £88,000 in the bank. This will reduce shortly as large invoices for the new double glazed windows and the Cavity wall insulation are due to be paid. Report to follow.

Booking Secretary's Report: (copy attached)

AL said we have lots of bookings and people want to hire us and we haven't got the availability. Reed Wellbeing want to run a diabetes clinic for 13 sessions of 2 hours finishing in July and also want to do another 13

sessions in August. Also had enquiries for private functions and parties. No more requests have been received for TENS.

Business Secretary's Report:

AL said that she has sent out the Register of Interests and is chasing up signatures. The Complaints Policy has not yet been finalised. The Diversity policy has not changed.

- TY to undertake PAT testing on 2nd November
- Policies are being finalised

MG said that there is something going through Parliament called Martin's Law which may have implications for any Centre that has capacity for over 100 people and this could impact on village halls. Need to follow-up through CCA or Edward Timpson. EMD offered to do some research on this.

Maintenance & Projects: (copy circulated)

Fire Risk Assessment Report: TY said that implementing the recommendations of the FRA will be a major project – probably £15,000 to £20,000 and will take up to a year. Several complex issues need to be researched. Slowly getting quotes for work required. Need to send two blue chairs and two Committee room chairs away for flammability testing at a cost of approx. £500. This is because we lack the appropriate fireproofing certification. AL recommended to speak to CCA about the report and the issues raised. MG said to concentrate on things we know are definitely at risk like the fire doors etc. TY said we have been ranked as moderate fire risk, and if the recommendations are implemented this will reduce to tolerable which is OK. Anything we buy from now on should be from a quality local supplier (rather than off the internet) which provides proper certification. The Committee gave TY permission to investigate the fire doors issues and get quotes before next meeting at the end of July. Team Maintenance UK, the maintenance arm of Roundhouse builders, are proving very useful as they do a lot of work in care homes.

CW&C Crowd Funding 4th round (Spacehive): TY recommended that we apply for financial support for the FRA work and this was agreed by the Committee. Development of further energy saving projects will be put back a year.

Energy efficiency Projects: The cavity wall insulation will be installed in August. The three phase electricity smart meter will be fitted on 29th July and this will be FOC. The Potterton boiler gas meter will cost £550 and

the Committee agreed to go ahead with this (proposed by TY, seconded by AL). It will also be fitted in August.

Broken window replacement: no payment has so far been received.

Lease of field to TPC: awaiting fair rent assessment from BA Commercial who have now been briefed by Bates Wells solicitors.

Carnival brochure and stall:

3m banner has been ordered to go on gazebo and AL will arrange to collect it. Need to arrange with U3A for a stand. Need volunteers to man the stall, MG, AL, TY and AY will help.

Gardening:

AY said nothing much to report except tidying up before the carnival.

Tree Complaints:

LM has replied to complaints saying that we will include the work on the tree near the winter programme in November. There is one each end of Bunbury Court and tree on Eaton Road which is keeping light out of house. Hedges are being cut on Thursday ready for the carnival but need inspection of hedges beforehand to check for birds' nests – safe access is required.

Cleaning during lock down – quotes from Zero Dry Time:

LM has obtained quotes from Zero Dry Time for cleaning in main hall floor, the CR floor and to clean carpets in the Committee Room and main hall. LM proposing a deep clean the main hall floor (matt finish) with no additional treatment in one working day at cost of £695. In addition cleaning the CR floor will cost £195 and all the carpets £165. All agreed to proceed with this scope.

Quotes for Blinds:

LM said that the Canasta group have said that the windows in the Committee Room let in too much light and have asked for blinds to be fitted. Likewise the CR windows let in too much light and Baby Sensory has asked for black out blinds to be installed. The blind that was taken down in the kitchen will also be replaced at a cost of £15. The total cost of this work is just under £500. LM proposed the blinds, TY seconded. All in favour.

Any Other Business:

Replacement wall mounted baby changing table: AL is arranging for the purchase of this for the CR accessible toilet.

Date of next Meeting:

The date of the next meeting is **Monday, 31st July, 2023, at 7pm in the Committee Room.**