

# **NOTES FROM TCC MANAGEMENT MEETING HELD ON MONDAY, 27<sup>th</sup> MAY, 2024**

## **Present:**

Matthew Grant, Linda Martin, John Smith, Andrew Locke, Ann Schuberth, Geoff Crump, Ken Wood, Jan Linsell, Kay Walker

## **Apologies:**

Vinnie Kalcutt, Victoria Riekert, Charlotte Hodgkinson, Kim Richmond Flynn, Sue Webb

## **Distribution of Minutes:**

CIO Trustees, Volunteers, Parish Council Clerk, TCC website, James Blackford and Nick Oates

## **Declaration of Interest:**

There were no Declarations of Interests.

## **Previous Minutes of Meeting:**

The notes from meeting dated 29<sup>th</sup> April, 2024, were accepted.

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

LM said that the rail going down into the carpark has now been completed.

## **Finance:**

MG said that all looking good and the plan is to revise the budget. Positive variance of £3,261.

## **Manager/Booking Report:**

Income is higher than anticipated than this time last year. Overall bookings are down slightly; number of bookings are 880 and 901 last year. We have 12 TENS covering 17 nights. We only allow people raising money for charity to have a TENS. We will explore whether the TENS cover the whole premises or broken down into individual rooms.

## **Maintenance:**

KW asked if everyone was happy for him to proceed with the proposal from Octopus Energy and all agreed. Discussion took place on what we can spend money on without permission from the Committee. MG said

there is a Financial Control Document that outlines what you can spend money on without asking the Committee. This document will be on the Agenda for the next meeting. There is an annual budget for maintenance. KW said he wants authority to put an order in for the heating system. The cost will be £6,700 plus VAT for the replacement of the very old large boiler and £580 plus VAT for a 3-zone hive system. This work will be done during the August shutdown hopefully on 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> August. KW proposed and JS seconded and all agreed. KW has applied for a grant from the Spar. The audio visual equipment is boiling over and we need to have a process whereby when someone is using it we need to come in 24 hours later to make sure it is turned off and all ok. Discussion took place on whether to have a deposit system for use of the AV system and this should be based on a commercial cleaner coming in. Agreed to ask VR to look into a deposit system.

### **Lease Update:**

JS said he has received an email from Ann Wright passing on comments by their solicitors having re-read the lease. We can now remove certain terms, for example the lease was drafted when there was a playing field marked out but this is now separate. JS said he is missing a map of the field and wants a map without the proposals. We want a plan which shows what we are leasing and what we are not.

### **Any Other Business:**

GC asked if anything was required for Polling Day, KW said no nothing is required by us.

### **Date of next Meeting:**

The next meeting will be held on **Monday, 24<sup>th</sup> June, 2024, at 7pm in the Committee Room.**