

TARPORLEY COMMUNITY CENTRE
ANNUAL GENERAL MEETING FOR YEAR ENDING 31 OCT 20
MINUTES OF ZOOM MEETING HELD ON 25th JAN, 2021

PRESENT:

Linda Martin (Chairman), Anita Langford (Treasurer), Pete Jackson (Website Manager), Tony Yeates (Maintenance & Projects), Kay Walker (Minute Secretary), Angie Yeates (volunteer), Diana Carr (Volunteer), Andrew Wallace (Parish Council), Jim Spence (U3A), Andrew Locke (RSCDS) Diana Hall (TAST), Geoff Crump (member of public)

APOLOGIES:

James Blackford (TADs), A Macdonald (RSCDS), Liz Neely (Flower Club)

Apologies were read out from James Blackford as follows: -

"I've looked through the attachments and am very impressed with the diligence and hard work demonstrated. Indeed, they reflect the high standards of professionalism that the TCC Committee bring to their duties. I'm sure I speak on behalf of the village when I say thank you."

MINUTES OF LAST AGM:

The minutes from the 2020 AGM were read out to the Committee and agreed but not signed due to this being a Zoom meeting because of the pandemic.

MATTERS ARISING:

There were no matters arising.

CHAIRMAN'S REPORT BY LM:

Welcome to this year's AGM. We were all saddened by the death of Judith Oates, one of our Trustees. She was a very dedicated Trustee and is greatly missed. We have had two resignations during the year, a Trustee David Archer and Janet Hughes a volunteer again they are also missed.

This time last year we were getting ready to sign the contract with Team Roundhouse for the roof replacement. The grants and donations were all agreed and in place. We didn't know at that time that the work would be brought forward several weeks owing to the virus and lockdown. However, this was completed at the end of July. One of the few good things to come of the lockdown! We were then able to refurbish the ladies toilets and the outside steps to the Arthur Meredith room, two projects which were long overdue for renewing. These were financed by a grant from the National Lottery.

After the first lockdown and in anticipation of the opening we had to make the premises 'COVID secure', which meant measuring social distancing on the floor, hand sanitizers, bins etc. All this at great expense. Various Risk Assessments for the Trustees and Procedures for hirers had to be agreed and altered several times.

We are now in the process of changing our status to a Charitable Incorporated Organisation, CIO for short. This means the Trustees will not have any personal liabilities. The Parish Council propose up-grading the TCC play area, which is on ground owned by the TCC charity. In order for this to proceed, the Parish Council require a lease for this area for 25 years. The Trustees have been kept busy even though the centre is closed so a huge thank you to everyone.

TREASURER'S ACCEPTANCE OF ACCOUNTS 2019/20: (see attached)

AL reported the highlights of the year which were: The year income was £173K of which £96K were grants and donations. Total payments for the year were £187K of which £144K was on capital projects. The cash reserves at year end were £54K which was a decrease of £13K on the previous year. Thank you to everyone who has supported us last year and the users who had the confidence to come back when the lockdown was lifted.

TRUSTEES' ANNUAL REPORT: Register of Interests (see attached)

AL circulated Register of Interests to everyone. Because this is a zoom meeting she asked if everyone could check details and inform AL of any amendments.

Complaints: The policy is based on ACRE policies for village halls all seems to be in order. AL read out the complaints (see attached). Complaints were received concerning trees overhanging gardens, school children not distancing and dropping litter and late night anti-social behaviour in the picnic tables area. These were all addressed by the Trustees. All policies were accepted by the Committee.

WEBSITE: (see attached)

PJ reported that bookings were adversely affected from the date of the first lockdown in March 2020, which equates to 61% of the financial year timewise. Most users did not resume after the first lockdown but most wish to restart when possible to do so. It is too early to predict the impact of the pandemic in the longer term. The Committee decided to implement a new pricing structure from 1st Jan. 21, which will involve a 25% increase in room rates for one off bookings due to the extra administration involved. Regular bookers (account holders) will be given a 20% discount on the new rates to largely negate the price increase. In order to maintain simple standard rates, the discounted rates for the three smaller rooms will increase by 20p per hour (the first increase since 1st Dec. 2017). Main hall remains at £20.00/hr for regular users.

The pandemic resulted in the loss of approximately half the number of bookings and half the income for the financial year, which ended on 31st October, 2020. In the financial year, no booking income was generated in three months and two months produced less than £500.

TENS – Only two TENS and three days were used. Both events were in January. We currently have no plans for this calendar year.

Car Park Permits – We currently have 44 valid permits in use.

MAINTENANCE AND PROJECTS (see attached):

TY reported that this has been a successful year. From a project viewpoint we have benefited from COVID because the roof and toilets projects were able to start early and not be interrupted by Carnival week. The work completed comprised the new roof, refurbished ladies and accessible toilets, acoustic treatment for the main hall ceiling, and refurbishment of AM external steps. We very much appreciated the help given by Chartered Mechanical Engineer Nick Oates with the roof project.

There were no major maintenance problems and no major boiler failures. A total of £2.5K was spent on making the building 'COVID secure'.

ELECTION OF OFFICERS:

LM is willing to stand again as Chairman – AL proposed, TY seconded.

AL is willing to stand again as Treasurer, LM proposed and PJ seconded.

PJ is willing to stand again as Website Manager – LM proposed and AL seconded.

Maintenance and projects: TY agreed to be co-opted for this role, LM proposed and AL seconded.

The following were elected as user group representatives: Parish Council – AW, U3A rep- JS, TAST – DH, Flower Club rep – LN, RSCDS – A Locke

Volunteers Angie Yeates (keys and gardening), Kay Walker (minute secretary) and Diana Carr agreed to continue assisting the Trustees.

The meeting closed at 7.30 pm

Signed (Chairman **Dated**