

NOTES FROM TCC MANAGEMENT MEETING

HELD ON 22nd FEBRUARY, 2021, BY ZOOM

In Attendance: Linda Martin (Chair), Anita Langford (Treasurer), Tony Yeates (Maintenance & Projects), Angie Yeates (volunteer), Diana Carr (volunteer), Jim Spence (U3A), Diana Hall (TAST), Andrew Locke (RSCDS), Liz Neely (Flower Club), Kay Walker (Minute Secretary)

Apologies: Peter Jackson (Website), Andrew Wallace (Parish Council)

Distribution of minutes: CIO first trustees, existing trustees, volunteers, Parish Council clerk, TCC website.

Previous Minutes of Meeting: The notes from meeting dated 25th January, 2021, were accepted.

Actions arising: LM said she has contacted the lady about the tree survey but she is too busy at present; it was agreed to defer this item until the March meeting. TY advised that the Parish Council CCTV project has been cancelled following Police advice. TY reported that no reply has been received from CWaC regarding repairing the car park.

Finance: AL reported that the Jan income was £7,754 composed of £6811 grant from CWaC for operational support under COVID lockdown, £500 from CWaC for the car park rent and £443 from room hire. The Jan expenditure was £857 composed of £406 on gas, electric, waste and broadband, £47 on the website, £405 on trustees' indemnity insurance and £101 on wild flower seeds. The cash at bank at the end of Jan was £62,216.

- **Grants** – AL said that we have received £500 from Chester Community Energy towards the cost of converting the remaining lighting to LED. The new lights have already been installed. The £250 grant towards the wallflower meadow must be spent by end of March.
- **Buildings & Contents Insurance** AL reported that the buildings insurance cover has been increased to £1,848K and the contents to £50K. The revised premium has been received from NFU but there is a query about the inflation margin. **AL** is having this checked and will advise asap. The renewal date is 7 March. NFU has confirmed that the unoccupied building and contents are fully insured until the GOV.UK advised re-opening date which is 12 April.

CIO Progress:

- **1st Trustees** – TY said that we now have five first Trustees (James Blackford, Geoff Crump, Ken Wood, Matthew Grant and John Smith. They have been sent the CIO constitution, clause 24, the asset register and the registration forms. TY has answered all questions to date. JS asked why we are changing to being a CIO and TY explained the advantages as (a) the CIO is a legal entity in its own right, (b) Trustee individual financial liability is reduced to zero, (c) it should be easier to get grants, (d) the TPC has requested the change as a condition of the play area lease and (e) the TPC will be nominated as the Trustee of last resort.
- As JB provides maintenance services to TCC there is a potential conflict of interest to be resolved, **TY** will discuss this with James.
- To reduce the volume of Due Diligence information to be sent to the first trustees AL will mark each item where further info is available with an asterisk. **AL and TY** to finalise the list.
- TY reported that the Parish Council has requested more information about being the “trustee of last resort” and suggested this point be removed from the proposed TCC website post announcing the change of status. **TY** will alter the post and submit to PJ
- A formal Zoom with the first trustees is required to discuss all the information handed over and to get their agreement to proceed with the application to the Charity Commission. All the information will be sent via CCA for vetting. **TY** will organise this.
- It was agreed that the first trustees should appoint a chairman; this is even more important if one drops out leaving four. **TY** will discuss this with the first trustees.

H & S Risk Assessment & H & S Policy Statement:

The drafts of the above documents have been circulated and comments invited. The following were discussed:

- Evacuation exercises. The procedure would be different for each group depending on the numbers, the mobility of those attending and the time of day. RSCDS advised that it was not possible to take a roll call as users arrived and departed at different times; instead they have marshals who check all parts of the building to ensure nobody has been left behind. It was agreed that larger groups should consider appointing evacuation marshals and that all group organisers should have an evacuation plan.
- Salting of paths in freezing weather. TY advised that the Parish Council salt the car park, the three sets of stone steps, the front vehicle ramp and the field path including steps. It was agreed that user group organisers should be responsible for salting the approaches to the front door, the approaches to the CR door and

the AM metal steps. The TCC trustees are responsible for keeping the salt bin topped up and providing shovels for spreading. bin.

- The big ladders are not safely stored and need to be chained and locked. **TY** will arrange this before 12 April.
- It was agreed that the AED should be kept locked and the code requested by dialling 999.
- Andrew Locke would like to be present on the next fire alarm test to see the set up and **TY** will contact Pat Allen about this.
- The booking T&Cs are being updated in line with the H&S policy and H&S risk assessment and finally the website will be updated in line by PJ. When all this has been done the documents will be sent to the first trustees for comment.

Potential Booking for COVID Testing:

PJ has been contacted by CWaC regarding a weekly main hall hire for COVID testing of the public. **PJ** will follow this up. **AL** asked if we need to close down for 72 hours after every COVID testing booking; this would mean losing 3 days of bookings? **AL** to email PJ about this.

Maintenance & Projects:

Barlows have still not supplied certificates for the 6 month fire alarm and emergency lighting testing performed on 10 Feb. **TY** will expedite this. The TCC is being regularly checked and the central heating is all working to a set temp of 10C. Rob Walker has been asked to sweep clean the damaged areas of the car park to reveal the extent of damage. **TY** will then invite contractors to assess the work.

Play Area update & Lease:

TY said that the working party meeting planned for 23 Jan has been cancelled due to the CWaC landscape architect being on compassionate leave. The working party brief has developed into a masterplan for the whole field. **TY** has marked up the old unsigned lease and circulated to the Parish Council, very few comments have been received. **TY** will send the draft to Bates Wells for legal drafting.

24/7 Emergency Phone:

TY has obtained a quote from "eRECEPTIONIST" for an emergency phone number backed by software which will dial each trustee in turn until one of us answers. The list can be varied according to who is available. The cost is £7.50/month plus VAT, calls are charged at 6p/minute. The number can be called from any mobile. It was agreed to go ahead with this. **TY** will action.

Gardening – Wild flower bed:

Angie Yeates said that she has spoken to Gordon Remelie and he has sprayed the area twice and will do it once more. He has someone who will rotovate and take all rubbish away at a cost of £150. All agreed to go ahead with this. Seeds to be sown in late March. **AY** will check that the person doing the work has PLI.

Any Other Business:

LM said that the police elections are on 6th May and the returning officer requires the building to be empty for 12 hours beforehand. RSCDS agreed to postpone their dance evening due to be held on the preceding evening.

Date of Next Meeting:

Monday, 29th March, 2021, at 7pm which will be held by zoom.