

NOTES FROM TCC MANAGEMENT MEETING

HELD ON 25th JANUARY, 2021, BY ZOOM

In Attendance: Linda Martin (Chair), Anita Langford (Treasurer), Pete Jackson (Bookings and website), Tony Yeates (Maintenance and Projects), Angie Yeates (volunteer), Diana Carr (volunteer), Kay Walker (minute secretary), Jim Spence (U3A), Diana Hall (TAST), Andrew Wallace (TPC), Andrew Locke (RSCDS), Geoff Crump (nominated CIO "first" Trustee)

Apologies: Liz Neely (Flower Club), Anne Macdonald (RSCDS) and James Blackford (nominated CIO "first" Trustee)

Distribution of MOM: Trustees, User group Trustees, Volunteers, CIO nominated "first" trustees, other attendees, Parish Council Clerk.

Previous Minutes of Meeting: The notes from Meeting dated 30th November, 2020, were accepted but TY had one outstanding action: To formally advise TPC regarding proposed change to CIO status.

Finance: AL advised that the December income was £1,157.50, general running expenditure £1,836.48 and projects expenditure £200 on plans for re-routing the path beside the play area. See attached Treasure's report.

Revision of budget: AL presented an up-dated budget, based on being shut-down due to COVID to the end of March and limited bookings for the rest of the financial year. This includes COVID support grants from CWaC, £1,901 at beginning of January, a further £6,811 expected and a £250 members' grant from Eveleigh Moore Dutton (towards a wild flower area). This makes a total of £8,962 this financial year. This year income is expected to be £25,004, routine expenditure £22,656 and project expenditure £9,052. Routine expenditure has been minimised. The project expenditure covers the final 2.5% retention for the roof & toilets and the legal/surveyor costs of the lease of the play area to TPC. The budgeted year deficit is £6,704 which will be taken from reserves. All agreed to accept the budget.

Parish Council letter: A letter has been received from TPC advising that their major grants budget is being reconsidered in view of reduced reserves and increased outgoings for Poppy Lane and Brook Road; this means that the £2,000 grant towards field maintenance cannot be relied upon. They have suggested that we should contribute to the cost of the CCTV project in return for a contribution towards lease costs. **TY** will ask the Clerk for the specifications and costs of the CCTV project.

Insurance: The revised rebuilding costs valuation is awaited from Sedgwicks. AL has been advised by NFU that the buildings insurance covers the carpark, but no answer has yet been accepted re the field - **AL** will chase up.

Zoom meetings: AL asked if we want to spend £14 every month for full zoom membership so meetings need not be interrupted every 40min. Committee agreed this.

Update on transfer to CIO: TY has sent out an email to all the Trustees, user representatives and volunteers explaining why we are doing this. The advantages are (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. All present agreed to this change and to the new CIO constitution as prepared by CCA. **TY** will send an email to the TPC advising them and include the new constitution and Clause 24 draft.

CIO "First" Trustees: These must be different people to the existing charity trustees so that conflict of interest is avoided. Their role is to safeguard the interest of the new CIO and at the first meeting invite nominations for "continuing" Trustees to serve until the first AGM of the CIO. The "first" Trustees will stand down at this stage unless they wish to seek election as continuing Trustees. The Trustees of the existing charity may seek election as "continuing" Trustees.

So far James Blackford, Geoff Crump and Ken Wood have volunteered to be CIO "first" Trustees.

CIO "Continuing" Trustee positions: TY suggested that the following elected Trustee positions were required: Chair, Treasurer, Website and bookings, Maintenance & Projects plus two more as back-up in case of absence/illness and to handle other roles such as governance, cleaning, major projects etc., TY suggested that there should be six user representative Trustees from TPC, U3A, RSCDS, TADS, TAST, Flower Club and Rotary. RSCDS has been included as they are the second biggest user after U3A. Andrew Locke of RSCDS agreed to take on the RSCDS. **TY** will seek a nomination from Rotary and from TPC. This would give a quorum of 4 Trustees for meetings. TY also recommended that the right to co-opt up to three Trustees be included. These numbers were agreed by all present.

CIO Clause 24: This is written by the present charity Trustees and needs to be approved by the CIO "first" Trustees. Approval by TPC is also required as they are nominated as the Trustee of last resort. The text is now at revision B and one insurance query remains action **AL**.

CIO bank account: AL is investigating various options for a new CIO business bank account. HSBC are not opening new business accounts at present due to COVID so other banks may be approached. CCA has advised that the existing accounts can continue until a new account is in operation.

CIO Due diligence and asset register: these are progressing well and will be discussed at the next meeting.

CIO next steps: Using the project sheet prepared by Di Crawford these are: **Step 5:** the "first" Trustees to approve the new CIO constitution including clause 24 and sign Trustee declarations. **Step 5a:** there is an addition – inform the TPC. **Step 6:** Enter the first Trustee names into the new CIO constitution and forward to CCA for review and sending to the Charity Commission. **Steps 7 and 8** relate to Due Diligence and are in progress.

Lease of play area to TPC: TY is seeking bids from solicitors and chartered surveyors and is attempting to minimise legal costs.

A first draft of the lease has been sent to the TPC Clerk for comment. TPC has been asked to consider (a) is the teen pod area to be included (b) the play area required and (c) are any other areas to be considered. To minimise legal costs the terms need to be agreed in principle before involving solicitors.

The CWaC landscape architect Mike Holmes, has made a site visit and reported by email. The next working party meeting will be held on Zoom on 26th January and will be attended by LM and TY.

Maintenance & Projects:

TRH six month meeting: this took place on 21/1 and payment of the final 2.5% retention was agreed. An invoice is expected. Two small pieces of remedial work were agreed. There has been no more roof damage.

COVID marking on main hall floor: These have been removed by JB. New marks will not be applied until new GOV.UK guidance is received.

Car park maintenance: TY has received advice from Scott Architecture that the TCC building is not suited to being heated by a ground effect heat pump. **PJ** will send an email to CWaC regarding the poor state of the markings and surface. **TY** will invite contractors to discuss the scope of work required.

Gardening: AY said that Rob is still working, salting and scraping paths and keeping everything tidy.

Trees: TY reported that the Play Area working group has asked questions about the trees surrounding the area and recommended that a new survey be carried out. This was agreed, **LM** and **TY** to arrange.

Cleaning: LM said she is happy to continue liaising with MM. The only cleaning scheduled is for 17 Feb after Blood Donors. **TY** and **AY** will prepare the building on 15 Feb prior to this booking on 16th Feb.

Any Other Business:

Emergency contact number: TY said there had been a request from RSCDS for an emergency contact number. The Committee do not want to use their personal numbers for this. TY previously investigated a commercial call centre based scheme costing £11 a month and will check this out again. Action **TY**.

Publicity for minutes: It was agreed that the monthly minutes of meeting and treasurer report should be posted on our website. Action **PJ**

National Savings account: AL said that the TCC currently has £260 in a National Savings Account and could we close this account and put the money in a normal HSBC savings account. All agreed to this.

Date of next Meeting:

Monday, 22nd February, 2021, at 7pm which will be held by Zoom.