

NOTES FROM TCC MANAGEMENT MEETING HELD ON MONDAY, 26th JULY 2021, BY ZOOM

Present

- Matthew Grant (Chair), Linda Martin (Vice Chair), Anita Langford (Business Secretary), Vinnie Williams (Treasurer), Tony Yeates (Maintenance & Projects), Peter Jackson (Website), John Smith, Ken Wood, Geoff Crump, Gordon Pearson (Parish Council), Jim Spence (U3A), Andrew Locke (RSCDS), Liz Neely (Flower Club),

Apologies

- Pam Maxwell (TAST), Kay Walker (Minute Secretary), Angie Yeates (Volunteer), Di Carr (Volunteer)

Distribution of Minutes

- All CIO trustees and volunteers, Parish Council Clerk, James Blackford, TCC Website,

Previous Minutes of Meeting

- The minutes from meeting dated 21st June 2021, were accepted. However, TY said the reserves had been wrongly reported – total reserves including savings account were £65,777 whereas only the current account balance as at 21.06.21 - £16,084.11 was reported.

Matters arising

- New bank account. VK advised all information (incl T&C's) had now been received. All four signatories need to sign application form & take proof of identity into Clydesdale Bank in Chester. VK to obtain signatures. It was agreed that VK is to obtain a debit card in her name and she will also contact Clydesdale Bank to see if a card in the name of TCC could be obtained for any Trustee to use. MG thanked VK for her work on this.

Business Secretary's Report

- AL advised that the trustee details had been updated on Charity Commission's website.
- AL to check with Cheshire Community Action (CCA) (Kevin Janes) to see if everything was now complete with Charity Commission and Land Registry.
- AL advised that following a conversation with NFU, the basis for our general insurance is to remain as Day 1 value as this means that we can covered for full replacement value of items should a claim arise.

Duty of Care

- AL asked for this item to be deferred.
- *Post meeting note: AL has looked into this & it relates to an email from CCA dated from 30th June (Sent to Management Committee) which included a piece on 'Duty to Protect'. This is a Government consultation document affecting all 'Public Accessible Locations', ACRE has submitted their initial thoughts on this document and asked for any comments to be submitted to them or emailed to the Home Office. AL spoke to CCA & there isn't a consultation document currently available for us to review &*

comment on. CCA will advise when the consultation is complete & the document is available. Trustees are asked to contact AL if they want a copy of the relevant email.

Conversion to CIO

- Covered under Business Secretary's report

Progress of new Gas & Electric Contracts

- TY has spoken to two energy brokers and emailed everyone a summary of several options on 26th July. This also contained information about why prices had increased greatly. He asked Trustees to look at the comparisons and respond asap about accepting the recommendation to go with broker Energisave and gas/elec supplier Valda Energy. If this is agreed a new Direct Debit needs to be completed. TY to liaise with AL & VK regarding this as this will need to be set up on existing HSBC account as it could be several weeks before the new CIO bank account is set up. TY to send his email to User Group Trustees.

New Donor Plaque & Unveiling Ceremony

- The old donor plaques next to the MH door to be removed and new Donor plaque to be installed in their place. TY expressed concern that this may be vandalised and suggested getting 2 plaques for installing inside & outside. Once we know when these will be ready, we can invite donors. AL to email Management Committee re suggested Donors to invite. TY to follow up with SD.
- It was agreed to have an unveiling ceremony and invite major/all donors. Perhaps this could take place on the Friday of The Big Weekend. JS said a separate ceremony might be better. GP said TPC had discussed unveiling Brook Road field at this event but decided against it as the field was already open. The same argument could be used re TCC.
Addendum: TY has emailed Scott Desert asking him to order 1 Plaque & if possible 2.

Tree Complaints

- LM advised 2 complaints have been received re trees blocking light in adjacent gardens. TY said that per CWaC, the legal point is that we must ensure that our trees don't overhang into people gardens. Although some of the trees cast deep shadows across the gardens there is no automatic right of light. Planning consent for any work would be needed as they're in a Conservation area. LM said that we would need to find a new tree surgeon as our previous one had retired, suggestions to be emailed to LM. TY will write a job scope covering all the tree work required and tender to 3 tree surgery companies with a view to carrying out the work in the new financial year after 1st Nov. A Locke suggests we ask complainants for a contribution towards costs as we're not under any legal obligation to give people more light.

The Big Weekend (TBW)

- TY expressed concern as there will be multiple hirers of MH for this event – Zumba, TarpFest & Rotary & the booking/invoicing system can't handle this with a total booking fee of £1.00. Main issue is that all hirers must satisfy our booking conditions incl PLI. TY & PJ to work out satisfactory solution.
- Power is required in the field for the big stage (twin socket outlet) and the chiller van. TY is concerned that the previous practice of using caravan leads connected in

series is not satisfactory and could result in overloading.. TY said a 60/70m industrial heavy duty flex costing around £300 is required and will discuss the matter with Brian Rathbone. Rotary already have a properly equipped distribution board. TY sought permission to purchase a suitable cable which could be then used for other events – this was agreed.

- KW said he would approach the Royal Engineers in Warrington to provide a temporary supply as a development task for someone in the Territorial Army and keep the Army in the public eye. It was suggested that the Cadets RSM (Jeremy Grimes) also be contacted. PJ will forward the Cadets contact details.

Fridge for AM Kitchen

- TY & JB have confirmed that there is sufficient room in AM room to accommodate an under counter fridge for the police and they have found a suitable one. TY to purchase and arrange delivery to TCC.

Field Redevelopment

- TY added this to agenda to remind everyone that this will shortly be going out for public consultation & for everyone to review the revised drawings and the results of the THS consultation. It was agreed that plans for the 3 options should be displayed at the TPC/TCC stall at TBW.

Window Blinds

- TY said that opening and closing the windows for events is causing distress to the blinds. LM advised that blinds aren't in too bad condition and she had opened all blinds so that users wouldn't need to touch them but some had since been closed by users. LM will contact Parker Blinds (Dennis Garman) for a maintenance view on them. Parts to repair the clips at the top of blinds are in the cleaners cupboard but we don't have any of the chains which go at the bottom.

Long Stay Parking Sign

- GB Signs have been asked to quote for amending the sign. TY to see if sign has been altered & if not, follow up. PJ advised that the parking sign on High St near Hospital Charity Shop would also need amending. PJ will contact Mike Lester at CWaC re this.

August Maintenance and inspection

- TY advised that the step repairs & painting of railings have already been completed.
- The shutdown will include fire alarm testing, emergency lighting three hour testing, boiler servicing and gas safety testing. All to be done by competent persons.
- JB will install the new under counter fridge in the AM kitchen
- JB will touch up and repair the windows externally. Special attention to be given to the AM room west windows which will require climbing on the roof.
- LM & AL to examine TCC & advise TY of any redecoration needed in August shutdown.

Craven Room Acoustics project

- **Part A: CR internal echo reduction:** The acoustic tiles are expected to cost about £3.250 and need to be ordered in Oct for installation at Xmas by NO, JB with volunteer support. Total cost will approach £4000. TY reminded the committee that

the Army Cadets had paid £1.9k in hire charges during COVID despite not occupying the room and this should be put towards the cost. AL said that we are receiving money from Coop Local Fund for this project – currently £930 received and another £1k (at least) is expected. The committee were of the option that Part A should go ahead but asked TY to seek authority to order at the Sept meeting.

- **Part B: noise transmission between the MH and CR and vice versa.** TY & NO have investigated noise transmission through the floor between CR & MH and found there is a significant problem. They have agreed that this would best be tackled by adding acoustic insulation under the stage floor boards and would not affect Part A of the project. NO wishes to involve Custom Audio Designs in this part of the project but only after ordering for Part A. This was agreed by the committee.

Molly Mop Cleaning

- MM need 10 days notice before the cleaning schedule can be amended. PJ has received a lot of positive emails and majority of users want to restart in Sept. LM said she'd spoken to Tom Kelly re capacity of MH for TADS Nov play. PJ said some of cast might not want to hold Nov play. JS said 7 or 8 U3A groups want to restart in Sept and he still has to contact another 5. Cleaning schedule is to be reviewed mid Aug & MM advised of requirements.

PAT Testing

- AL said we agreed not to do annual testing in Oct 20 and asked if we should offer this again in Oct 21. TY said that deterioration of equipment may have occurred and after a gap of 2 years testing is important. TY is still doing bi-annual testing of TCC's own equipment. PJ to advise date in Oct, probably a Thursday. We have previously used Woodhouse and they will be approached again. AL & TY to arrange.

AED training

- LM has received some enquiries about refresher AED training and wants to liaise with Jeremy Mills who is the 1st Responder who usually arranges this. LM to liaise with JM & PJ re this.
TY said that TPC have installed an AED at Brook Road field & this was in an unlocked cabinet. LM disagreed with TCC changing the cabinet as AED's weren't suitable for every case. MG said AEDs are "smart" and won't work on someone if they didn't need it. TY advised that it would cost about £500 to change the cabinet. LM to discuss and unlocked case with J Mills.

Any Other Business

- TY requested that Website Report and Treasurer report be included as future agenda headings. Both have been covered this time under different headings.

Date of Next Meeting

- Monday 27th September @ 7pm.