

## **NOTES FROM TCC MANAGEMENT MEETING**

### **HELD ON 29<sup>th</sup> MARCH, 2021, BY ZOOM**

**In Attendance:** Linda Martin (Chair), Anita Langford (Treasurer), Tony Yeates (Maintenance & Projects), Peter Jackson (Website), Jim Spence (U3A), Andrew Locke (RSCDS), Liz Neely (Flower Club), Pam Maxwell (TAST), Kay Walker (Minute Secretary), Angie Yeates (Volunteer)

**Apologies:** There were no apologies.

**Distribution of Minutes:** CIO first Trustees, existing Trustees, volunteers, Parish Council Clerk, TCC website, James Blackford and Nick Oates.

**Previous Minutes of Meeting:** The notes from meeting dated 22<sup>nd</sup> February, 2021, were accepted.

**Matters Arising not on the Agenda:** LM said that it had been agreed to place a salt bin outside the CR entrance. **TY** to action before next winter.

**Financial Position:** AL reported that the February income was £600 and maintenance expenditure £1,588. The Feb. projects expenditure £4,287, mostly on the remaining 2.5% TRH retention. The cash in bank was £56,940. The NS&I savings account has been closed due to the low interest paid and the money transferred into HSBC saving a/c. The buildings' insurance has been renewed with NFU Mutual and the first monthly direct debit will be due in April. A further COVID grant of £1,000 is expected from CWaC and a further one will be applied for in April.

**Website and bookings:** PJ reported that the TCC will be partly open in April and May, with income slightly less than budget. PJ has sent out an email regarding the re-commencement of bookings. One-off bookings have been received for Blood Donors in April and the Crime Commissioner elections in May.

**Re-Opening – ACRE guidance issued 1/3/21:** NO has updated and issued the COVID risk assessment for Stage 2 starting on 12th April. It was agreed that no changes were required to the Trustee and user procedures for stage 2. For stage 3 commencing 17th May, significant updating of both the risk assessment and the procedures will be required, but it was agreed to leave this until closer to the time as Gov. advice may change. Stage 3 permits rooms to operate at 50% capacity which means 90 for the MH and 30 for the CR. For stage 4 commencing 21st June, all restrictions are planned to be removed, but Gov. advice may change.

**Re-opening – User group plans:** TAST and Flower Club reported that they plan to re-start in Sept. U3A reported that they will start in June, RSCDS also hope to start in June. No information has been received concerning the Rotary farmers' market or films. JS asked when the Committee Room can be freed up for meetings. **TY** said he will have to check this out with ACRE. PJ said that Peter Willis is not starting again so there is a vacancy for the MH on a Wednesday. JS said that new U3A group's ballroom dancing and pilates are planning to start.

**CIO transfer:** PJ reported that 1,108 people have viewed the publicity notice on Facebook but no comments have been made. CCA (KJ) has queried the first Trustee declarations as one appears to be undated. **TY** will check this and advise KJ. A. Locke advised that RSCDS have not received the publicity notice and other documents and **TY** agreed to email these to all the User Group representatives asap. AL reminded the meeting that the user groups have yet to be formally asked if they want to nominate CIO representative Trustees or have observer rights; it was agreed this should be done by the first Trustees prior to the first CIO meeting. The legal process of vesting the assets can be done at the same time.

**H&S policy, risk assessment and emergency notice:** **TY** will incorporate the comments made by the first trustees and **PJ** will post on the website. The new "in case of emergency" notice incorporates a QR code to give easy access to the "Certs" tab of the website.

**Emergency Contact Phone No:** TY advised that the new number is 01829 700575 and has been partially tested. The contact list will be updated to include LM mobile. The calling order will be LM house and mobile, TY mobile and house, AL mobile and house and PJ house. The website is a bit clunky to use and **TY** will show it to AL. **TY** will organise a full test by using Zoom.

**Craven Room seated capacity:** It was agreed to change this from 40 to 60 in view of the Baptist Church having used this capacity during the church refurbishment with Pat Allen approval. **PJ** will amend the website.

**Maintenance:** TY reported that the monthly fire alarm and emergency lighting checks will be carried out in w/c 5<sup>th</sup> April. The H&C water flushing will be carried out at the same time. The results will be posted on the website and all certs. will then be up-to-date. JB and JL will complete the following worklist in w/c 29<sup>th</sup> March: -

- South East emergency exit vestibule door jamming – rehang door
- MH kitchen door jamming on vinyl floor – install new floor plate
- Stage AV box is loose on the wall – re-affix
- Move foyer fire extinguisher to left-hand side of the notice board

- Install box for fire log book and the accident log book on CR kitchen wall
- Install chain and padlock for tall ladders stored on stage
- Salting shovels and another salt bin (can leave till autumn)
- Fill gap in wall adjacent to CR kitchen waste pipe (vermin seen in area)

**Maintenance - Car Park Repairs:** TY reported that the quotes are considerably lower than expected. JPCS have quoted £1,500 plus VAT for doing 220m<sup>2</sup> of repairs using their slurry seal process and LR Roadlines has quoted £1,400 plus VAT to repaint all the white and yellow lines. LR refuse to give a longevity guarantee as the lines will be applied to an old surface. The JPCS quote is depending on doing the work over the Easter holidays as they are less busy. **TY** will send the quotes to Cheshire West for technical comment and also to request a 50% contribution as per the licence. It was agreed that we cannot push too hard on this topic as CWaC could end the licence leaving TCC to police the car park.

**Projects - Play Area revamp:** TY has sent out the landscape architect brief written by TPC and emailed initial comments to the Assistant Clerk. It was agreed that there are no further comments. TY has reminded the TPC that the land lease cannot be progressed until the areas required are defined.

**Projects - CR acoustic treatment:** TY reported that NO is obtaining an up-dated quote from Custom Audio Designs for the CR room materials, and that he and James have volunteered to do the installation next Christmas. The cost is expected to be approx. £2,000 for materials and £1,000 for installation. PJ reported that sound transmission between the CR and MH is also a problem and several complaints have been received. **TY** advised that this is a separate problem with a different solution and will ask NO to discuss the matter with Custom Audio Designs.

**Cleaning:** MM require 2 weeks' notice to re-start. It was agreed that they will clean the CR on Tues 20<sup>th</sup> April and the MH on Wed 21<sup>st</sup> April (after blood donors) and then repeat this pattern each week until the end of stage 2. The initial cleaning in w/c 5<sup>th</sup> April to be done by the Trustees. TY said that the best solvent to remove the hazard tape adhesive from surfaces is cellulose acetate. AL said that the AM toilets need painting but TY recommended that this be left to the Aug. shutdown.

**Updating of room hiring T&Cs:** NO has checked the ACRE model T&Cs and also those of other village halls and has carried out an update. Major changes are shown in green, minor changes in yellow and unchanged text is uncoloured. The updated T&C's were distributed to **TY, PJ** for study. RSCDS also requested a copy. PJ requested that the up-date must keep the same paragraph numbers due to the hyperlinks to the booking form.

**COSHH information:** MM has advised that if we are using their chemicals we do so at our own risk. It was decided that any cleaning done by the Trustees will use products brought from home and removed afterwards. All the COSHH information will be posted on the website - action **TY**.

**Gardening:** AY said that good progress has been made on the wild flower area and is ready to plant next week. Rob goes up to 8 hours/week on 1<sup>st</sup> April. The midden will need to be emptied in the autumn and this will require a skip.

**Tree Survey:** LM said she has not had a report back following the meeting with Charlie Ashworth on 18<sup>th</sup> March; **LM** will chase it up. The report will cost £300 plus VAT for a survey of all trees around the play area. It was reported that the two big oak trees are entering old age and we should plan to plant replacements in the next few years. Planting extra trees will help with field drainage especially in the SE corner. **TY** will speak to Nick Parker from Rotary about this.

**Any Other Business:** TY reported that he has been getting queries about putting the picnic tables back and proposed that a notice be installed to warn about the consequences of anti-social behaviour. The wording would need to be legally compliant. PJ stated that he strongly disagrees with putting the tables back in the previous positions. LM proposed putting 2 tables on the bottom grass to see how it works. It was agreed that TY will seek the views of the play area working party first and check if the tables can be placed temporarily without installing concrete bases.

**Date of Next Meeting:**

**Monday, 26<sup>th</sup> April, 2021, at 7pm which will be held by zoom.**