

## **NOTES FROM TCC MANAGEMENT MEETING HELD ON MONDAY, 7<sup>th</sup> JUNE, 2021, BY ZOOM**

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

**Apologies:** Ken Wood

**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 26th April, 2021, were accepted.

### **Matters Arising not on the Agenda:**

- LM asked TY if he had spoken to the Spar about CCTV and he said that they are happy with the system as it is and want to continue with it. TY has informed the PC of this.
- LM said that she hasn't heard anything from Charlie Ashworth about the tree survey. Agreed to inform her that we are not going to continue with her services. **LM** to contact Oliver Davies on the matter.
- AL and TY not heard anything more on the donor boards and plaques. **TY** will follow this up with Scott.
- LM said that the AED has had new door seals and a replacement light installed and all is ok.

**Finance - Treasurer's Report and Variance Report:** (copy attached)  
AL reported that income for April was £8,427 including a further £8,000 COVID grant from CW&C. Running costs were £1,091 and projects expenditure £2,091, related to the car park repairs and remarking. As at the end of April the reserves finance were £64,598. AL said income is still less than the much reduced budget, and if the income does not increase we will be struggling. TY said that we have been lucky to have had grants of £20,125 from CW&C (to end April) with more expected. AL said she has sent our invoice to CW&C for the first quarter's car parking and repairs, it is going through the system.

**Parish Council Play Area Working Party:** LM & TY have attended all the virtual meetings. Draft plans for the play area have been circulated. LM said they need to include Tarporley VIC's request for a storage container in the field. LM said the proposed perimeter path should be

separate and not use the existing "pram walk" path at the east end on the field. LM will attend the first of four comments meetings tomorrow. The closing date for comments is 21<sup>st</sup> June when there will be a site meeting with the CW&C landscape architect. TY asked for **All** to study the plans and send comments to LM; she will make a list and forward to PC before 21<sup>st</sup> June. **LM** will put one set of plans behind the bar in the Committee room for members of Committee to view.

**Risk Management:** AL said that she had attended an insurance webinar, and that management of all business risks was recommended in addition to the normal H&S risk assessments. As this is not compulsory and the priority is to get the CIO up and running, it was agreed to look at this again in six months' time. MG said he has a template we could use if needed. TY said cyber attack is definitely a risk to be managed and recommended that we all use complex passwords and change them regularly. This will be further discussed at the 21<sup>st</sup> June meeting.

**Re-opening on 21<sup>st</sup> June:** AL said that there is a lot of preparatory work to be done – removing hazard tape, removing notices, tidying kitchens, moving chairs, opening curtains etc. TY said we need to start doing this about 16<sup>th</sup> or 17<sup>th</sup> June. PJ said that RSCDS is keen to return and U3A ballroom dancing is keen to start. TAST and Flower Club will not return until September and the country market is planning for October. In view of the uncertainty regarding Gov. announcements, TY suggested leaving the main hall chairs in the AM room for the time being. It was noted that income will remain very low until September.

**Library Bus:** TY said that he has received a complaint from the CW&C staff about children playing tig around the area when there are a lot of cars moving in and out of the carpark. The Primary School bursar has been informed and will request parents to stop their children doing this.

**Maintenance & Projects:** TY advised that the Aug. maintenance work by JB would comprise re-setting the paving stones on the north steps and de-rusting and painting (with Hammerite) the front and back metal railings. The work is estimated to cost £1,000; this was agreed by the Committee. A lot of concern was expressed regarding two loose paving stones on the north steps and **TY** will ask JB to reset or replace these urgently.

**Sunny Tarporley Montages:** TY said that JB will move the 2 montages to the west side of the stage and secure them to the empty wall. Bailey Glass are awaiting supplies of acetate sheeting which is in short supply.

**Long Stay Car Park Sign:** The Parish Council has recommended removing the words "long stay" from the car park sign as parking is time

limited and enforcement could be compromised. TY said he will obtain a new parking sign from GB Road Signs in Fisher's Green.

**Fridge & Microwave for PC & PCSO:** The PCSO & PC have requested a 'fridge and microwave to save them going back to the Winsford Police HQ for lunch. After discussion the Committee agreed to supply a small office type 'fridge which will be mounted on a shelf above the sink drainer. The existing cupboard will be removed as it is almost unused. A second shelf will be positioned to the left of the sink for the spare microwave. A suitable 'fridge is available from Viking for £150 and the shelving will cost approx. £150. **TY** will make the arrangements with JB. It was agreed that the Police should not disturb the AM bookings and **LM** will display the weekly booking schedule in the kitchen.

**Gardening – Wild flower bed:** AY said that the wild flower bed was growing well. She has asked Rob for invoices but not heard anything from him.

#### **Any Other Business:**

**Vesting Declaration:** TY said that he was awaiting approval of the draft Vesting Declaration from CCA. This is between the existing and first trustees and does not involve the Charity Commission. Advice regarding distribution and safe storage of the declaration has also been requested. **TY** will follow this up in w/c 14/6 as the matter needs to be settled before the inaugural meeting on 21/6.

**Use of AM room for piano lessons:** TY said he has heard from Bill Harrison regarding a piano teacher called Andrew Starmer who wishes to book the AM room for piano lessons for his pupils. He would install his own piano in the room and remove the old piano for us, all at his expense. TY said that all our booking T&Cs must be met in terms of DBS and PLI & piano insurance. **PJ** will talk to Andrew Starmer and will negotiate the room charges, dates and times.

**Chapel to borrow tables and chairs:** LM said that the Chapel are having a leaving lunch on 27<sup>th</sup> June for Nick and wife after their last service. Agreed for them to use some of the CC tables and chairs but also the possibility that they may come over to CC instead of using the chapel for the lunch.

**Notification of suppliers: TY and AL** are in the progress of notifying all TCC suppliers of the change of charity name.

**CIO Inaugural Meeting:** The next meeting will be the CIO inaugural meeting and will be held on **21<sup>st</sup> June, 2021, at 7pm**, by zoom. It was agreed to have a two part agenda – Part 1 covering the inauguration and Part 2 being the June monthly meeting. As there is not normally an Aug

meeting this means the next scheduled monthly meeting will be on **Mon 27<sup>th</sup> Sept.**