

NOTES FROM TCC MANAGEMENT MEETING HELD ON MONDAY, 25th OCTOBER, 2021, BY ZOOM

Present:

Matthew Grant (Chair), Linda Martin (Vice Chair), Anita Langford (Business Secretary), Vinnie Williams (Treasurer), Tony Yeates (Maintenance & Projects), John Smith, Ken Wood, Andrew Locke (RSCDS), Jim Spence (U3A), Pam Maxwell (TAST), Kay Walker (Minute Secretary), Angie Yeates (Volunteer)

Apologies:

Liz Neely (Flower Club), Pete Jackson (Website), Geoff Crump

Distribution of Minutes:

CIO Trustees, Volunteers, Parish Council Clerk, TCC website, James Blackford and Nick Oates

Minutes of previous Meeting:

The minutes from meeting dated 27th September, 2021, were accepted.

Matters arising not on the Agenda:

LM asked if anyone had been contacted about the loft ladder, as no-one had TY said he will ask TRH.

Finance:

- The Sept. Treasurer's report and income and expenditure variance reports were accepted with no comments. The Treasurer's report will be posted on the website.
- Budget for year Nov. 2021 to Oct 2022. The v7 draft was discussed. TY observed that the budget assumes no field maintenance grant from the TPC and delay of the legal fees associated with leasing land to the TPC until summer 2022 when we can be more confident of the income figures. TY advised that the tree surgery quote has not yet been received and the budget figure of £2,000 is a "guesstimate". The year income budget is some £10,000 less than 2019 with the result that a year deficit of £900 deficit is expected. TY has two more invoices to go into next year totalling approx. £777 which will further increase the deficit.
- Co-op Local Fund - AL reported that nominations have now finished and we will find out how much we will receive on 27th October; the budget

can then be revised. The Co-op are having a publicity event like last time and KW has liaised with them to meet on 18th Nov at 2pm

- **Post meeting note:** We will receive £3,606 from Co-op to be spent on the CR acoustics
 - **Post meeting note:** TY has received a tree surgery estimate from Dan Hinde of £1,440 to £1,800 and will email details.
 - VW said that she will send reminder emails to debtors as they had not received the previous ones.
 - VW said she would send out the budget tomorrow if there were no further changes or comments
- Post meeting note:** Budget v8 has been issued which includes the actual amount of the Co-op grant and the budget now has a surplus of £1,807. Taking into account the Tree Surgery work maximum of £1,800, there is a potential saving of another £200.
- Room hiring charges: AL said that as it has been a couple of years since we had an increase in hire charges do we want to increase or leave for another year? It was agreed that it is better to get people back into using the facilities and then think about raising fees later. All agreed to review charges in April 2022 with a view to a decision in June 2022.

Business Secretary's Report:

- Investing part of TCC reserves: AL said that she and TY had done some work on this and advised that fund manager CCLA would be suitable and is used extensively by charities, churches and local authorities. The investment would be for 5 years or more and account for approx. 20% (£12,000) of our reserves. TY proposed and MG seconded this. AL asked for suggestions regarding what fund should be used. JS proposed the Charities Official Investment Fund (COIF) rather than the Ethical Fund. KW seconded this and all in favour. AL will speak to CCLA and ask what forms we need to complete etc. It was agreed to use the same signatories as for the new bank account.
- Reserves policy: AL proposed that reserves of approx. £13,000 be earmarked in case the TCC was forced to shut down for a year, and presented a breakdown of the figures. AL proposed that we accept the policy, VK seconded and all in favour. TY commented that with £12,000 invested long term and £13,000 earmarked for shutdown, this leaves approx. £40,000 of working reserves.
- Registration of the CIO title deeds: It was agreed to defer this until summer 2022 when we will be using Bates Wells Solicitors in connection with leasing land to TPC.
- Trustees' insurance: As the premium of £222 is not excessive, it was agreed to keep this in operation for another year. In the meantime AL will ask CCA for advice.

- Complaints procedure: This caused a lot of discussion and to save meeting time it was agreed that MG would update the document and then send out for further comment.
- Safeguarding seminar: AL attended a CCA safeguarding seminar and has sent out a list of items we need to consider. LM said she has attended Level 2 safeguarding training at the Baptist Church and is willing to share information. AL said there is a form to complete on the Cheshire West website to report any safeguarding issues. It was agreed that MG and AL will look at the impact on our T&Cs and report back.
Post meeting note: AL has sent the safeguarding documents from CCA to AL.
- COVID risk analysis and procedures for Trustees and users: These have been updated by NO in accordance with ACRE guidance issued 22nd Sept. Several users regarded the room capacity limit of 50% as too low and requested that this be increased to 67% ie 120 in the MH. TY advised that the procedures did allow for higher capacities following discussion with the hirer. It was agreed that NO will be asked to further revise the procedures based on comments received.
- Trustees' Annual Report: AL will circulate a first draft for comment.

Website:

- Income projections: These were circulated by PJ. (copy attached)
- AL said that the half-an-hour gap between bookings was not always being allowed for. PJ was asked to comment on this and also to advise if/when the website will be opened for public bookings.

Cleaning – Molly Mop performance:

LM said she is monitoring performance, completion of forms and replenishment of consumables. KW said there is a lady in the village who could clean for us if needs be.

Gardening:

TY said he and Rob will shortly be clearing the midden. This will involve hiring a 10m³ skip for approx. £200. TY was given permission to proceed with this.

Maintenance:

- TY said that TRH will be at the TCC on Tues 26th Oct. to repair leaking gutter joints, adjust the automatic lights in the toilets, fix a slow closing tap and mount the two plaques commemorating the roof and toilets projects.
- Remaining work by J & J (AM west windows and other windows) is not likely to be done this year due to the inclement weather.

- **Post meeting note:** All the window external work completed on Wed 27th Oct.
- JB and TY have decided that the stage lighting needs to be professionally tested and JB will arrange for the theatrical lighting company to attend.
- The TCC illuminated sign repair will be done by J & J to save money
- We need to arrange an unveiling event for the roof and toilets project plaques
- TY has arranged another test of the emergency phone for next Sunday at 6pm

Projects

CR acoustics: TY reported that the wall panels can be delivered in time for Xmas but the ceiling tiles would not be available till well into the New Year. Alternative foam based ceiling tiles are available in time for Xmas but will cost an additional £572. The options are to pay the additional £572 and install all the panels/tiles at Xmas (total cost £4,012) or install the wall panels at Xmas at a cost of approx. £2,540 and install the ceiling tiles later at an additional cost of approx. £900. TY warned that there may be some price escalation by the time the ceiling tiles become available. In view of the 2021/22 budget deficit it was agreed to install the wall panels only at Xmas.

Play area and field redevelopment: There has been no feedback as yet from play area meeting on 14th October. The MOM are pending.

Any Other Business:

Additional help: KW said that we need to get some people to help with day-to-day jobs at TCC, maybe 2 - 3 hours per week as we do not have anyone to fall back on when Trustees retire from their posts. TY will request a promotional table at the Farmers' markets on Sat 6th Nov. and Sat 4th Dec.

Use of foyer toilets by the public: It was agreed that the toilets are not for public use and hirers should be encouraged to use the child lock on the front door when possible. TY has given Pat Allen a key to the kitchen door so that he can always gain entry.

Wickes' voucher: AY said she has received a £100 voucher from Wickes but it has to be used in the Winsford store. TY suggested that we could buy an extending ladder sized for entry into the foyer and will investigate at Wickes.

Additional keys: TY and AY are in the process of purchasing additional keys for the three entrance doors and compiling an additional 21 key building master set.

Heating the AM room for the benefit of the local policing unit - It was agreed that this would be done for limited hours; TY will discuss times with the PC and PCSO.

CCA AGM: AL and TY will attend the CCA AGM on Wed. 3rd Nov.

Date of Next Meeting:

The date of the next meeting is **Monday, 29th November, 2021.**