

# **NOTES FROM TCC MANAGEMENT MEETING HELD ON MONDAY, 27<sup>th</sup> SEPTEMBER, 2021, BY ZOOM**

## **Present:**

Matthew Grant (Chair), Linda Martin (Vice Chair), Anita Langford (Business Secretary), Vinnie Williams (Treasurer-for part of meeting) Tony Yeates (Maintenance & Projects), John Smith, Ken Wood, Geoff Crump, Andrew Locke (RSCDS), Liz Neely (Flower Club), Angie Yeates (Volunteer), Kay Walker (Minute Secretary)

## **Apologies:**

Jim Spence (U3A), Gordon Pearson (Parish Council), Pete Jackson (Website), Pam Maxwell (TAST)

## **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 26<sup>th</sup> July, 2021, were accepted.

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

MG thanked the TCC for supporting the Big Weekend – the event is expected to make some profit.

The window blinds in MH have been repaired and cleaned.

## **Treasurer's Report: Budget for coming year:**

The Aug Treasurer report and accounts were accepted. The report will be posted on the website. Reserves are as expected. VK said she will have the first draft for the budget circulated next week VK said debtors will be circulated soon and she would like to write-off the debt of £67.20 from one debtor due to the unforeseen circumstances. Committee agreed to this.

## **Business Secretary's Report:**

- Investing part of the reserves. AL advised that as we are not getting much interest on our reserves account at this time we could use a fund manager such as CCLA – St. Helen's Church use this firm. JS said he agrees to use a company with specialised knowledge but we should insist we have a half-yearly or quarterly report. Discussion

took place on whether we want a low, medium or high risk fund and the period of investment which should ideally exceed five years. AL will look at the other firms she has on her list and to check with CCLA if they give half-yearly or quarterly reports.

- AL said that when we were an unincorporated charity the title to the land and buildings was vested with the Office of the Official Custodian on behalf of the trustees. AL has spoken to the Charity Commission and we can now hold the title in our own names as we are a CIO. We would need to complete a complicated form and pay a fee. It was agreed to leave the title with the Official Custodian for now.

LM said that our deeds were lost in transit some years ago between Tarporley and Frodsham solicitors. KW will ask his nephew what our position is regarding the loss of deeds.

*Post meeting note: TY confirms that the title to the buildings and land is registered with the land registry under title number CH578366.*

- AL said the trustee insurance is due to be renewed at the end of Oct. This was required when TCC was an unincorporated charity and was to protect the Trustees from personal liability. CIO status removes liability. The amount of insurance is £222 this year. AL will contact CCA / Charities Commission to see if we need this insurance.

### **Complaints Procedure:**

MG said that the recent complaint from a neighbour has shown that our complaints procedure needs to be amended; it is a CCA procedure and should be tailored to our situation. MG agreed to draft a new procedure and present to the next meeting. TY said that as most complaints are from our neighbours and concern the field, it is important to present a human face in dealing with them. MG offered to re-write the complaints procedure.

*Post meeting note: AL has asked CCA to provide an up to date copy of ACRE's model complaints policy.*

TY reported that the complaint concerning the siting of the picnic tables and an incident during the Tarporley Big Weekend had been appropriately addressed and the complainant was satisfied with the response made by the TCC.

### **Website – Update:** (copy attached)

As PJ was not at the meeting he sent an email reporting the number of bookings and asking about the room capacities for the beer festival and other large events. TY said that the guideline agreed with TBW for the

MH was 120 including organisers. ACRE has issued new COVID guidelines dated 23<sup>rd</sup> September 21 which make event organisers responsible for COVID security including restrictions on the number of persons present. It was agreed to ask PJ to send these guidelines to all users with a reminder of our capacity limits in normal times. It was agreed to post these new guidelines on our website & also update the COVID documents posted there. TY said that PJ is still closing the website for public bookings which means turning away possible business. PJ is discussing changes with the website designer Neil and will report back shortly. Meanwhile PJ is keeping a separate note of those who want parties etc.

### **Gardening:**

- LM and TY are getting quotes for the tree surgery for this winter.
- AY said she is organising a working group to clear the wild flower bed and also to clear the midden. AY will co-ordinate this. Rob goes back to 4 hours a week in October.

### **Maintenance:**

- TY said he has checked the CR fire alarm panel today and the lights are still flashing so need to replace the panel. TY to contact Barlows. Supply and installation of a new panel will cost £480.
- The MH floor has been inspected by BJ Watts flooring and is in good condition. No further complaints have been received and no further work is proposed
- TY will arrange a date with TRH for the faulty gutters, toilet lights and slow closing tap to be mended. The project plaque will be installed at the same time.
- J & J have yet to complete repairs and painting of the AM west windows and other windows. This has been postponed due to inclement weather.
- TY and AL will undertake PAT testing of all user appliances on 30/9. Testing. Inspection of the TADS stage electric equipment has been postponed to Thurs 7/10.
- The TCC illuminated sign is faulty, and must be repaired. This is an opportunity to upgrade to LED saving approx. £40 of electricity in a year. The upgrade will cost £100-£150. It was agreed to go ahead with this.
- KW and GC were thanked for carrying out the weekly checks while TY was on holiday.
- The BT broadband hub is dropping the connection intermittently and presentations have been disrupted. TY/AL will ask BT to rectify the fault.

### **Projects:**

- CR acoustics. The estimate for £3,440 including materials and installation was accepted and the go ahead given. We have received £1,700 from the Co-op which has a time limit for spending – materials to be ordered for installation over the Xmas- New Year holiday.
- Roof and toilets projects plaques. AL will invite TRH, Scott Desert and grant providers & donors to a short weekday ceremony.

### **Molly Mop:**

LM nothing to report except agreed that no Friday cleaning is required between now and Christmas.

### **Emergency Telephone Number:**

TY said that the website list needs to be updated. He will approach the new trustees to see if they wish to participate. Following experimentation with the system it was previously decided that the caller would be put through to LM's house 'phone only but emails and texts would be sent simultaneously to all on the list. KW asked if everyone on the list could have a key for all rooms. This was agreed. TY will propose a time and day to test the system.

### **Play Area Update:**

LM said that during TBW Parish Counsellors and LM had a stall on the TCC and Brook Road fields showing plans to the public. The few comments received have been noted by the TPC. These included a request for a street light on the steps from the play area. TY said that once the TPC have decided on a development option we have to tackle the matter of leasing land to them.

### **AED – Training:**

LM has spoken to Jeremy Mills and he will discuss COVID compliant training with NW Ambulance. As soon as she hears from JM she will let everyone know – there are 35 people on the list at the moment.

### **Discipline in use of emails:**

TY said he received an excessive number of emails whilst on holiday due to everybody copying each other in while the complaint was being discussed. MG advised to only reply to the person who has sent the email unless it is something that everyone needs to see. He said regarding GDPR we have a responsibility to protect people's data and the best way is to send to yourself and BCC everybody else. If you are on holiday or unavailable you need to put an 'out-of-office' reply on your computer.

### **Any Other Business:**

AY brought up a health & safety issue on the loft as there is no loft ladder. KW said he will find details of a company who put a ladder in for him at a cost of £150. Committee agreed to get a quote for a loft ladder.

**Date of Next Meeting:**

The date of the next meeting is **Monday, 25<sup>th</sup> October, 2021, at 7pm.**