

# NOTES FROM TCC MANAGEMENT MEETING HELD ON MONDAY, 25<sup>TH</sup> APRIL, 2022, BY ZOOM

## **Present:**

Matthew Grant (Chair), Linda Martin (Vice Chair), Anita Langford (Business Secretary), John Smith, Ken Wood, Geoff Crump, Gordon Pearson (Parish Council), Andrew Locke (RSCDS), Ann Schuberth, Kay Walker (Minute Secretary)

## **Apologies:**

Jim Spence, Tony Yeates, Angie Yeates, Pam Maxwell, Vinnie Kalcut

## **Distribution of Minutes:**

CIO Trustees, User group representatives, Volunteers, Parish Council Clerk, TC website, James Blackford and Nick Oates

## **Declaration of Interest:**

Nothing to report.

## **Minutes of Last Meeting:**

The minutes from meeting dated 28<sup>th</sup> February, 2022, were accepted (there was no meeting during March)

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

There were no matters arising.

## **Finance:**

As Treasurer was not present at meeting LM to ask her to forward any information to us and to update as to where we are with the finance.

## **Business Secretary:**

AL sent out 3 policies for Committee to discuss and hopefully accept

- **Environmental Policy** (copy attached)– This is a revision of the policy that we already had - A Locke proposed and MG seconded
- **Safe-Guarding** (copy attached) – This is a new policy. AL went on a zoom course that CCA ran last October. All Trustees and Officers will need to sign the Declaration of Acceptance which includes a declaration that they have no convictions in relation to abuse. If an organisation that uses our facilities alerted us to a problem (for instance like the

floor) we would have to take appropriate action if we are at risk on our premises. The carpark and playing field would be included on our list but Committee were unsure if the teen shelter is included – AL to email Ann Wright to check this out. Agreed to change information on the website and to put posters up with a list of websites or places where people need to report to and to include the named safe-guarding officer who is Matthew Grant, also put up a poster in the AM room - KW proposed, LM seconded and everybody in favour.

**Following the meeting AL contacted TPC re ownership of teen shelter and she has confirmed that TPC do own it.**

- **Credit Control** (copy attached) – To be discussed at next meeting when Treasurer is available.

### **Booking Secretary's Report for April:** (copy attached)

AL said that the income is running steady and still getting usual hirers. We have lost some groups but gained others. Getting some enquiries about private parties. Events that play loud music need to apply for a TENS and also fitness groups who play outside with loud music. AL to contact the Licensing Officer or Evelyn Moore-Dutton and ask about TENS for the carnival.

**Following the meeting AL spoke to CWaC re TENS licenses and they have advised that one TENS will cover both the sale of alcohol and playing of live music for events such as the Carnival.**

### **Gardening:** (copy attached)

Following a query received from the owners of Brentwood, The Avenue, TY has been to the Avenue and looked at the problem. They have been given permission to remove the overhanging branches. They also complained about the two tall lime trees which are taking light. They were informed that these are likely to be removed in 2024 as part of the play area redevelopment. The owners are happy to wait until then. Concerning the other complaint from the SPAR, TY has written to them and said they can cut the conifer down but not completely. The wild flowers are now growing.

### **Maintenance and Projects:** (copy attached)

JS asked about the replacement of the boiler costing over £5,000 and when does that appear as an item in the budget. MG said that TY had asked for money to be put aside for this in the future. AL agreed that when the budget is done for next year we would put something in for replacing the boiler. The Greener Group in Chester have agreed to do a study of the TCC with a view to future installation of a heat pump. The

study will include heat loss calculations and recommendations to improve energy efficiency.

### **Any Other Business:**

AL said that she has been trying to close the old registered charity and trying to contact Kevin Janes because as far as the Charity Commission is concerned the registered charity is still up and running. We have got 10 months to submit our accounts and we need to do things in a certain order. This will come back to the next Committee meeting.

KW asked how the recruiting of volunteers was going. MG queried when is the best time to do this? LM said a Saturday morning might work. AL asked what do we want to ask the volunteers to do apart from talking to them and giving a hand-out? AL said we want help with the quick cleans. KW said we want a booking secretary, help with website and every job. MG said we could promote what goes on now at the CC with some photos explaining things, perhaps take some photos of the classes. We could put the onus on the users to send a photograph. AL to ask users to send photos and explain what they are for. We need to come up with a date for the volunteers to come in and also put together something about what we want volunteers to do. We could advertise in TT or face-book and also on our website and notice boards.

**Following the meeting AL has received photos from Pointe Works and U3A. Flower Club, TAST and Jen Francis have agreed to provide photos. Awaiting to hear from Beer Festival and NCT. Ken W has contacted Baby Sensory re photos of their set up. AL will ask this month's Christening whether they will let us have some photos.**

A Loche said that someone had asked him about third party liability insurance. He will ask them to contact Anita about this.

**Following the meeting AL has emailed Scottish Step and it appears they want cover for their teacher rather than the event. This is not covered as all tutors are expected to have their own PLI.**

### **Date of next Meeting:**

The date of the next meeting will be **Monday, 30<sup>th</sup> May, 2022, at 7pm on Zoom.**