

# NOTES FROM TCC MANAGEMENT MEETING HELD ON MONDAY, 28<sup>th</sup> FEBRUARY, 2022, BY ZOOM

## Present:

Matthew Grant (Chair), Linda Martin (Vice Chair), Tony Yeates (Maintenance & Projects), Vinnie Kalcut (Treasurer), Anita Langford (Business Secretary), John Smith, Ken Wood, Andrew Locke (RSCDS), Jim Spence (U3A), Angie Yeates (Volunteer), Sue Webb, Ann Schuberth, Louise Marley, Kay Walker (Minute Secretary)

## Apologies:

Pam Maxwell (TAST), Gordon Pearson (PC), Geoff Crump

## Distribution of Minutes:

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

## Minutes of previous meeting:

The minutes from meeting dated 31<sup>st</sup> January, 2022, were accepted.

## Matters arising not on the Agenda:

**Advertising for new hirers:** TY has placed an advert in TT, GP has posted on Facebook; LM has put up notices on the TCC noticeboard and the village noticeboard. TY to give VK some TCC photos for further Facebook advertising etc. TY will place another TT ad for the April issue.

## Finance:

- **Treasurer's report (attached):** The Jan 22 Treasurer's report was circulated and was accepted. January income was £7,178 which included a £2,667 covid (omicron) grant from CW&C and £1,507 for the NHS vaccination clinics. Running costs expenditure was £2,382 and projects expenditure zero.
- **Debtors:** Debtors at 3<sup>rd</sup> February, 2022, were £2,793
- **Other Finance Matters:** SW asked TY if we had received any funding from Shell, he said no.

## Business Secretary:

- **Cancellation Fees** – AL said that the bookings are set up to allow people to cancel at the last minute and do we want to continue in this way? The frequency of such cancellations is low. TY said that NS

makes little profit from the VV website and we would have to pay commercial rates for changes. Following discussion, it was agreed to look at this when all the T&Cs are updated in March.

- **Premises' Licence** – AL asked if we need a premises licence for the sale of alcohol? We are not using all the TENS allowed, named 20 events per year covering 26 days. A designated supervisor has to be appointed and must attend a training course and take a test. AL will speak to Eaton Village Hall to see how they interpret this in practice. TY said that if a supervisor is required at events where alcohol is sold perhaps Rotary could put up their own personal licence holder as they would be the main beneficiary. After discussion it was decided to stay with the TEN system until we find we are running out of notices each year.
- **Complaints Policy** – AL has sent out a revised complaints policy. Unanimously approved.
- **Insurance** – AL said that insurance renewal is due on 7<sup>th</sup> March. Discussion took place on whether to continue with NFU Mutual or go with Ansvar as recommended by brokers Norris and Fisher. The RCA value has been agreed at £1872K based on the Sedgwick Jan 21 value plus 5.75% inflation plus a 15% margin. The difference in premium is almost £1000 per year taking into account the Trustees indemnity Insurance. It was agreed that AL, TY and VK investigate Ansvar further and take the final decision, which will be emailed to all.
- **Equal Opportunities Policy** – JS has advised that the statement of intent needs to be adjusted as not all is relevant and goes beyond the duties of the Trustees of a village hall. With these amendments the policy was accepted by all.
- **Covid policy:** AL said the documents dated 22 Feb from CCA were excessively restrictive in view of Gov regulation ceasing. MG has instead proposed the following notice: *"Now that all Covid regulations have been lifted this does not mean Covid has gone away. Therefore we ask that you continue to take appropriate precautions as you see fit. These can include increasing ventilation, observing social distancing, frequently washing/sanitising your hands and wearing face masks in crowded spaces. In addition we ask that you do not attend any events if you are testing positive for Covid or self isolating."* Following discussion it was agreed to use the wording proposed by MG. This will be posted on the website and the existing covid notices will be removed throughout the building.
- **Charity Commission:** AL said that the Charity Commission has advised we should have sent in a set of final accounts when the unincorporated charity was closed. Also we should have sent in a form stating that we have resolved to close the old charity and open the new charity. AL will look into these matters. As a CIO we can hold the deeds in our own name and there is no specific need to use the Official

Custodian TY offered to get advice from Bates Wells once we instruct them regarding the TPC land lease.

### **Website Report – Booking Secretary:**

AL said that bookings are coming back now, we have secured a new Karate club and had an enquiry from a baby group. A total of 8 TENS have now been issued. Unfortunately Kim Hardy no longer has the time to help with bookings and has resigned. The MH occupancy is up to 37% this week which is an economic level.

### **Cleaning:**

LM and TY went to see MM and have agreed with them that the cleaning sessions will be cut to 2 manhours each. The sessions will continue to be on Monday for MH and foyer area and Wednesday for AM and CR areas. A priority cleaning order was agreed for each session. The MM hourly rate will rise to £16/hour in line with the % increase in the living wage in April. If we get very busy the sessions can go back to 3 hours at one week notice. An additional weekly session can be arranged with 3 weeks notice. MM have been informed that the trustees are performing additional "quick cleans" during the week. These changes should reduce the MM cost by about £1,500 a year.

### **Gardening:**

- AY said that now is the time to do something with wildflower area. AY asked for helpers and gave out some dates for people to check their diaries and get back to her.
- TY advised that Dan Hinde of Monkey Business has applied for planning permission for the tree work but it has never been registered on the website. The TPC Clerk has had the same problem. We cannot go ahead with the work until we get approval from CW&C. The willow in the garden of Mayfield, The Avenue has shed some branches in the gales and is a concern. The TPC Clerk has offered assistance in contacting the CW&C tree officer. JS suggested contacting CW&C through Ward Counsellor Evelyn Moore-Dutton. TY will follow this up.  
**Post meeting note:** the application was registered on the CW&C website on 1<sup>st</sup> March under number 22/00536/CAT and will be voted on by the TPC on 14<sup>th</sup> March.

### **Maintenance & Projects report (attached):**

- **Radio Microphone systems:** In view of the existing systems being approx. 8 years old and one of the manufacturers having ceased trading, it was agreed to proceed with the purchase of a new dual channel system comprising a hand held mic and a belt pack combining a lapel mic and head mic. TAST and U3A have offered funds to meet

the cost. The existing systems will be kept as a back up. The new system will be stored in the stage box and will be jointly used by Flower Club, TAST and U3A. TY advised that there are still some details to be resolved but will proceed with the purchase. In the meantime the faulty U3A lapel mic has been replaced and a new head mic ordered for TAST.

- **Remaining Co-op money:** The wooden frames of the windows on the car park side of the main hall have deteriorated due to age and frequent opening and closing during covid. The frame corner joint on one window has broken and will be repaired. JB and TY have agreed that the windows should be replaced and TY will investigate the cost. Once the costs are known and accepted, AL will contact the Coop regarding change of use.
- **Waste bins:** The two waste bins beside the former picnic tables location are underused. It was agreed to relocate one bin to the new position of the picnic tables.
- **Leasing of land to TPC:** All agreed that TCC as “lessor” should have legal representation in view of the Charity Commission involvement. The previous decision to use ACRE solicitors Bates Wells was confirmed and TY and JS will instruct them. TPC will instruct a local solicitor to act for them as “lessee”. The sum of £1800 has been included in the budget to cover legal costs. It is hoped that TPC will pay for the surveying costs.

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

LM said she has ordered another long table and should arrive in 3 weeks' time – the beer festival has agreed to pay for the table.

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

The next meeting will take place on **Monday, 28<sup>th</sup> March, 2022, at 7pm on zoom**