

NOTES FROM TCC MANAGEMENT MEETING HELD ON MONDAY, 25th JULY, 2022, BY ZOOM

Present:

Matthew Grant (Chair), Linda Martin (Vice Chair), Vinnie Kalcut (Treasurer), Anita Langford (Business Secretary), Tony Yeates (Maintenance & Projects), John Smith, Ann Schuberth, Jim Spence (U3A), Angie Yeates (Volunteer), Ken Wood, Sue Webb, Geoff Crump

Apologies:

Andrew Locke, Gordon Pearson, Pam Maxwell, Kay Walker (Minute Secretary)

Distribution of Minutes:

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

Declaration of Interest:

Nothing to declare.

Minutes of Last Meeting:

The minutes from meeting dated 30th May 2022, were accepted.

Matters arising not on the Agenda:

TY said the new radio microphones ordered via Makerfield Systems should be received by the end of this week or next week. A visit will be arranged asap to install and commission the new system. TY has loaned the TAST mic to u3a for their July meeting this Thursday.. TAST is aware of this.

Trees local to SPAR transformer – the tree reduction work has been done by SP Energy at no cost to us.

Outstanding electric bill – now resolved. The house in question (117 High Street) is now owned by SPAR.

Finance: - Treasurer's report (copy attached)

June Income - £3,925.39, Running Costs Expenditure £1,880.11, Cash in Bank £62,633.03 (Clydesdale Bank a/c), Investments £12,000 (CCLA a/c) Budget £62,372, Reconciled Actual (available cash) £78,712. Current value of CCLA investment to be followed up by AL.

No gas bill refund has been received from Opus and they collected a further £136 in July. TY said this is too high as summer usage is only £30/£40 per month. TY to read meter and submit the reading with photo proof.. Opus have admitted that the automatic meter reader is faulty and have requested customer readings each month on the 25th. Unfortunately the July invoice has again been based on the faulty AMR. TY is following this up with Opus but is being careful not to violate any contract terms as we have a very low p/kWh rate.

Debtors @ 25th July £600 which includes one unpaid Booster Clinic invoice £175 & Carnival invoice of £280.

TY commented that our year to date income is currently £10k more than budget and year to date expenditure £2k less than budget. This is very encouraging, but some major expenses are coming up (tree condition report, new radio mics etc.,

VK advised she is away next week but hopes to issue all reports before she goes.

Sue Webb said we could apply for a Shell grant but the amount awarded depended on the number of hours the Shell pensioner volunteered for and she suggested Tony applies. SW to look into this and provide more information before the next meeting.

Business Secretary and Website/Booking Secretary's report: (copy attached)

Rental Income is still not quite back on track approx. and is 10 to 15% less than same period in 2019.

Mike Wilson is proposing to hold his Rock, Pop & Hotpot fundraising event again in October and may share the proceeds between Jesse Hughes Hall, Foodbank and ourselves. We have agreed that they can have a TENS and need to discuss charging re room hire.

The Bell Ringers quiz is being held in October and they are applying for a TENS.

COVID Booster Vaccination Clinics – Louis McDermott from CWaC has asked for availability September-December. They want a total of 14 days with as many as possible in pairs. Dates have been offered but several existing bookers would be affected. Offering pairs of days is even more difficult due to existing evening bookings. JS offered to cancel Table Tennis on a Monday and if the Tuesday booking could also cancel, then we could offer CWaC/NHS pairs of days as the vaccination sessions are very valuable business for TCC.

Increasing fees – MG suggested that we discuss this asap. TY is not in favour of increasing as we are one of the most expensive halls to hire and we are benefitting from guaranteed low energy prices until 2024. We already charge one off bookers an extra 20%. AL suggested we could increase our charges to NHS & CWaC as feedback received from Blood Donors that we are one of the cheapest halls they hire. VK and AL will put together a proposal for discussion at August meeting.

Open Day – to be delayed to October. Wednesday pm & Saturday morning to target different audiences. AL to suggest dates.

Need to agree what we need to push eg. one off bookings, weekend hire, volunteer recruitment etc. JS said we are only promoting our venue and not recruiting on behalf of our hirers. KW said photos needed of our rooms set up. AL has photos from our users and is looking into doing a rolling presentation on the screen.

Job descriptions are needed.

KW, AL, LM, VK & MG all willing to get involved.

Gardening/Trees:

AY said that the wild flower garden is doing well but is now past its best. Rob's invoices have now been received.

TPC has received a complaint letter regarding our trees behind nos 9-11a Eaton Rd. The letter has been forwarded to us by the Clerk, but with the complainants names removed for GDPR reasons.. An acknowledgement has been sent to each house address. TY has awarded a contract to a retired CW&C tree officer for a new tree condition report. JS asked what criteria is used – answer Public safety, damage to adjacent properties, our legal responsibilities and tree health. The trees will be listed individually and pruning/felling work recommended so that a tree surgery company can take action.

Maintenance and Projects:

Craven Room Lock failure – Initial access and final exit from the CR is currently only from High Street side as the car park side door can only be opened from the inside.. This door is one of three purchased from Northwich Glass (NG) in 2012. All have same locks and crash bar and NG said they cannot be repaired. TY had meeting with the NG technical Manager on 25th July and handed over close up photos of the locks including lock manufacturer names. TY explained the seriousness of this failure is as it potentially shuts down two of our four rooms. TY also pointed out that we are very reluctant to replace doors at present as we are planning a major door and window upgrade for 2023-24. TY advised

that we are willing to pay for repairs and NG agreed to make another visit on 3rd Aug.

Windows – We have permission from CWaC to replace three MH car park side wooden windows with modern uPVC windows. However, after this hot weather TY would like to install windows which open wider than the current ones to allow more ventilation. Side and top opening styles were discussed. This would involve removing the existing blinds (not the curtains) which would blow out through the windows. Also the blinds have deteriorated with age and require frequent repair. In the absence of blinds TY proposes that we glaze the inner pane with lumpy glass to provide equivalent privacy. TY will investigate further and report. CW&C may need to be further consulted.

Regarding funding, the intention is to spend the remaining Coop acoustic panel grant money on the above three windows.

Regarding further window and door upgrading in 2023 and 2024, AL said she has already applied for a Coop grant and in addition we might be able to apply for a Members Grant as this meets CWAC's energy efficiency/climate change criteria. We will know the result of the Coop grant application in Oct 22.

Dogs on Field new notices:

TY will purchase 3 new placards to replace the current ones. TY will also request the owner of 15 Eaton Rd to cut their hedge adjoining the Pram Walk as this is obscuring the path and hiding our signage.

AL advised a new Dogs on Field sign has been placed in the TPC notice board near the step entrance to field.

Molly Mop:

Agreed for MM to clean as usual in August as we have bookings.

It was agreed that no August deep clean by MM was required as the results are difficult to access. It was agreed that the MH, foyer and committee room carpets and all the MH upholstered chairs need to be cleaned. Also the CR floor needs a deep clean to remove ingrained dirt (no steam cleaning allowed).. TY and AY have used a contractor at home with good results and will approach the same company. Both AL & AY have carpet cleaners so could use these on the carpets if the contract cost is too high

KW asked how MM cleaned Craven Room for past three weeks as the usual door was broken. LM to check their July invoice and challenge if needed

Any Other Business:

Play area refurbishment – TPC has advised that the development may be done in phases due to the high cost estimate (£300K to £350K). TPC is studying grant funding at present and it may be difficult to raise these sums in one go. As a result of the proposed phasing Bates Wells has proposed a different legal framework for the leasing. TY will collate and circulate all the emails relating to this development. A meeting with Ann Wright and Mark Ravenscroft will be required.

Two new volunteers have come forward offering to help with TCC matters. It was agreed that TY and AL will telephone them to assess their interest and suitability. It was agreed that we do not want to employ persons, so they have either to be unpaid or fully self employed. TY and AL will agree a list of questions. If the volunteers show further interest they can be invited to the TCC to meet some of the trustees

Date of Next Meeting:

A short meeting at TCC to discuss Open Day and Charging – **Tuesday 30th August at 2pm**