

## **NOTES FROM TCC MANAGEMENT CMEETING HELD ON MONDAY, 29<sup>th</sup> NOVEMBER, 2021, BY ZOOM**

### **Present:**

Matthew Grant (Chair), Linda Martin (Vice Chair), Vinnie Williams (Treasurer) (for Treasurer's part of meeting), Tony Yeates (Maintenance & Projects), Anita Langford (Business Secretary), John Smith, Ken Wood, Andrew Locke (RSCDS), Gordon Pearson (Parish Council), Angie Yeates (Volunteer), Kay Walker (Minute Secretary)

### **Apologies:**

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 25<sup>th</sup> October, 2021, were accepted and use of v8 of the 2021-22 budget was confirmed.

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

AL said that now the new bank account has been opened she can fill in the CCLA forms relating to investment of part of the reserves.

### **Finance:**

- **Oct Treasurer and income and expenditure reports** - These were circulated and were accepted. These are the final figures for financial year 2020-21 and VW said that the end of year income and expenditure figures came out close to budget.
- **Debtors:** At the end of Oct. 2021, £4,747 was owed from debtors. It is expected that these will all be settled in Nov. We are awaiting payment for the invoices from TAST and NHS CWP Rural for boosters.
- VW said she will get the year end accounts done this week.
- **Budget V8 for 2021-22:** MG reminded everyone that V8, which shows a small surplus, has been approved for use as per the Oct. minutes. The small surplus is a result of receipt of the grant for the CR acoustics from Co-op.

## Business Secretary's Report:

- **Premises Licence:** AL said she has completed the on-line form for the change of charity name. This will involve a slight cost of £23.
- **Volunteers:** MG said we have recruited three volunteers; they need to be invited to take part. TY and LM have invited them to look around the TCC on Thurs 2nd Dec. KW said we need to push ahead with this as the Committee staffing is at a minimum following the resignation of PJ. GP offered to post an ad on the Tarporley Facebook page. The large volunteering notice will remain on the foyer noticeboard.
- **New "Omicron" COVID variant** - The Gov. has advised that face masks are required for transport and shops, but no advice has been given regarding Community Centres. We will watch the situation during the coming weeks and await guidance from ACRE. TY said we may need to change our COVID procedures. At the forthcoming village market (Sat 4/12) and Car Boot sale (Sun 5/12) notices will be displayed requesting masks to be worn, and spare masks will be provided. It was agreed that persons refusing to wear masks could not be refused entry.
- **Complaints:** AL said she had a complaint from the Pilates Class organiser about the low temperature in the MH at the start of her class on Monday mornings. A refund has been requested. TY said the energy cost of heating the room for 2 hours prior to the class would be approx. £12.50. GP said the rooms should be at the correct temperature as agreed with the hirer. This was agreed. The right to cancel classes at short notice was also discussed and confirmed as valid. It was pointed out that the Pilates class books for one hour but frequently occupies the main hall for 90 minutes. It was agreed that TY will discuss the length of the booking period with the Pilates organiser. AL reported that another complaint has been received regarding the MH floor being slippery in one area. TY advised that a piece of masking tape had been stuck to the floor in this area - it has now been removed and the adhesive removed using acetate solution. KW agreed to keep a log of all complaints and how they are resolved. AL will forward all complaints received to KW.

## Website:

- **Income:** AL said she has sent out month and YTD income graphs. The income for Oct. was approx. £3,600, for Nov. approx. £4,200 and the expected income for Dec. will be approx. £2,500. The Oct. and Nov. figures are higher due to the NHS vaccination sessions; these have brought in an additional £600. AL reported that the Jan. beer festival is going ahead and a new children/mothers' group will be starting. The TCC is already heavily booked Mon to Fri by account

holders and it is really only the weekend parties that are being blocked.

- Following meetings with TY and AL, volunteer Kim Harding has agreed to trial running the bookings website for 2 months commencing 1<sup>st</sup> Dec.
- Re-opening the website to public bookings - MG said it is best to wait until after Christmas before re-opening due to changing Gov. COVID advice. Following discussion it was agreed to review that at the Jan. meeting.
- Andrew Locke said he will book this week for RSCDS from February to June.

### **Cleaning:**

- LM said we need everything to be really clean for the NHS doing their vaccinations. MM are cleaning area A on a Monday morning and area B on a Wed morning and additional "quick cleans" are being done by the Trustees and volunteers. TY sends out the weekly bookings spreadsheet and is indicating in the covering email what QCs are required. So far these have been covered by Trustees or volunteers, and it was agreed this would continue. The next NHS vaccination sessions are on 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, and 16<sup>th</sup> December and several QCs will be required that week. A QC is required for the CR area each weekend as the bins are quite full by Fri. evening.

### **Gardening:**

TY has forwarded our tree report and photos to Monkey Business and they will do the tree works application to CW&C. TY has also spoken to the owner of Mayfield regarding the mature willow overhanging our path and steps and he has agreed to use the same tree surgeon and CW&C application. The work on this tree will be separately invoiced.

### **Maintenance:**

- **Maintenance report:** TY has issued a maintenance report email dated 28/11. There is one correction – the new CR kitchen mixer tap will cost £192 and not £300 as stated. The report was accepted.
- Arrangements for delivery of the sunflower montages is still being discussed.

### **Projects:**

- **Acoustic panels for CR:** TY said that all the acoustic panels will be delivered next week.
- **Play area and field re-development:** LM and TY attended the working party meeting on 11 Nov, the MOM have been circulated.

There was discussion regarding donating part of the TBW profits to cover the TCC legal costs of leasing parcels of land to the TPC. TY reminded the meeting that TPC has asked for a 25 year lease, a fair rent has to be determined and the Charity Commission has to rule that the lease is in the best interests of the charity. Solicitors Bates Wells, who act for ACRE and CCA have agreed to advise TCC.

- **Post meeting note:** The budget for the lease is estimated to be approx. £3,000 based on a single parcel of land. There will be additional survey costs as multiple parcels of land are now involved.

### **Emergency 'phone number test:**

This was planned for Sunday, 28<sup>th</sup> November, but did not take place. A further test will be planned.

### **Any Other Business:**

- **Use of the TCC for emergencies like power cuts and flooding:** LM reminded the meeting that TCC is already a designated rest centre for CW&C. It was agreed in principle that we could open up to support local people affected in such circumstances provided power is available. This will be considered in more detail going forward. GP will inform TPC of this.
- **Gritting:** GP said that TPC has just negotiated a new 3 year contract covering gritting of all High St pavements, Poppy Lane and TCC car parks, the paths and steps round the TCC and the TCC field steps and path. The Clerk will inform TCC by letter.

### **Date of Next Meeting:**

The next meeting will take place on **Monday, 31<sup>st</sup> January, 2021, at 7pm. The Annual General Meeting will also take place at this time.**