

NOTES FROM TCC MANAGEMENT MEETING HELD ON MONDAY, 27TH NOVEMBER, 2023

Present:

Matthew Grant, Linda Martin, Anita Langford, Vinnie Kalcutt, Tony Yeates, John Smith, Andrew Locke, Ken Wood, Angie Yeates, Kay Walker

Apologies:

Geoff Crump, Charlotte Hodgkinson, Ann Schuberth, Lisa Miller, Eveleigh Moore-Dutton

Distribution of Minutes:

CIO Trustees Parish Council representatives, volunteers, Parish Council Clerk, TCC website, James Blackford and Nick Oates

Declaration of Interest:

There were no Declarations of Interests.

Previous Minutes of Meeting:

The notes from meeting dated 30th October, 2023, were accepted.

Matters arising not on the Agenda:

LM said Molly Mop extra cleaning for the CR on Friday mornings are going ahead. *LM will advise the cost of each visit.*

All happy for 'Maximillians' pizzas to continue into the New Year.

Finance:

VK said she will send the October figures out along with the November figures next week. £75,000 in bank, should be finishing on budget. AL said £12,000 investment has lost a few hundred pounds.

Business & Booking Secretary's Report:

- **Finance Control Documents** – AL said once we have final document we will send out.
- **Spacehive** – AL said that Jane Makin at CWaC is attending a meeting on 4th December, to say that we want our application considered by the Community Innovation Fund rather than going for the other grant. We will complain to Edward Timpson if we cannot do this. If we are

considering another project we would need six months to prepare for this.

- **Insurance update** – We have another year left on this but because building costs have gone up, TY recommends a re-evaluation. Do Committee want a re-evaluation? Need to make sure we are not under-insured or over-insured. All agreed to get a re-evaluation in January 2025, we have a list of all our assets when we became a CIO as these also need to be revalued.
- **AGM date-advertising new & existing Trustees** – AL said that now we are a CIO things have got more structured re advertising and notice periods. Regarding new Trustees we need new people and what is the best way of getting people interested? JS said we have an introduction pack which all of us can use for people who might be able to help. Need succession planning. MG suggested asking interested people to come to the January, February and March meetings next year, also advertise on Facebook. Need to confirm date of AGM at the January meeting, need 14 days' notice but preferably 30 days. Advertise in TADS programme and Tarporley Talk.
- **Serious Incident Reporting Policy** – MG drafted a policy which has been distributed. TY happy with this. JS said we should make it clear that it is a policy for the CIO and if we have succeeded in signing up a lease with the PC for the playing field, then AL should write a letter to the Clerk of the PC drawing their attention to the policy we have just agreed on this subject. This is the Tarporley & District CIO policy rather than the TPC. MG agreed that the Jessie Hughes could 'piggy-back' off ours.
- **Manager Update** – AL sent out draft duties about responsibilities and how many hours etc. we would like the manager to undertake. Agreed for all to study this concerning whether 5 hours a week is either too much or too little and is it what you thought or is there too much in there? Ideally the manager is to be self-employed but we might need to take further guidance on this so we don't fall foul of HMRC's employment rules; if this person is linking in with other managers they will become aware of things that we are not and they can advise Trustees. As showing new and once-off hirers around and issuing keys is becoming a time consuming task, AY suggested a video covering the introductory safety briefing and issue of keys. This would avoid Manager time being spent on this topic. The manager needs to report to a nominated person and KW was nominated. Feed-back before January and discuss more at the next meeting.
- **Deposit on private party bookings** – AL said that we had an issue about sticky floor in the main hall and not wiping tables down after a party and do we want to ask 'one-off' bookings for a deposit? Can Village Venue be adapted to do it or should it flash up in the T & C's?

JS said that we don't charge other users a deposit and don't our hire charges include something for wear and tear? Do we agree with the principle of charging a deposit? AL to find out if Village Venue can be adapted.

Maintenance & Projects update: (report circulated)

TY said this has been a quiet month. The foyer boiler water leak has now been fixed. Both AV system head mics were broken but Makerfield has supplied one new head mic which is now in use. TY said he is being contacted by TPC representative frequently and all concerned are keen to get the lease finished off. Nick Rayner and Rob Walker have yet to be informed and TY will speak to them.

Gardening:

AY said the wild flower seeds have been planted and there are already signs of germination.

Installation of lights on steps from play area to field:

There are two very dark areas around the TCC which present safety problems in the winter. The first is at the turn off from the High St into the TCC driveway and a street light is required at this location. The second very dark area is at the steps down to the field, where some form of additional lighting is required. TY will discuss both these items with the TPC Clerk.

Any other Business:

There was no other business.

Date of next Meeting:

As there is no meeting in December the next meeting will be held on **Monday, 29th January, 2024, at 7pm in the Committee Room.**