

# **NOTES FROM TCC MANAGEMENT MEETING HELD ON MONDAY, 29<sup>TH</sup> January, 2024**

## **Present:**

Matthew Grant, Linda Martin, Anita Langford, Vinnie Kalcutt, Tony Yeates, John Smith, Andrew Locke, Ken Wood, Angie Yeates Geoff Crump, Ann Schuberth, Lisa Miller, Eveleigh Moore-Dutton, Kay Walker

## **Apologies:**

Charlotte Hodgkinson, Sue Webb

There were also 2 observers at the meeting.

## **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 27<sup>th</sup> November, 2023, were accepted.

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

MG said that 'Maximillians' pizzas has been off the road with van trouble but will return again on 3<sup>rd</sup> February.

## **Finance: Treasurer's Report:** (report circulated)

VK said December report will be sent out shortly. Budget has been approved. TY said the budget could be updated quite a bit because the grant we have received is £10,000 not £6,000. If we do lease the field the cost of the field is £9,400 but if PC do not take the lease it will change everything.

## **Staffing:** (report circulated)

AL said the new Manager post would have to be employed not self-employed with no pension or NI. We can offer sick pay but they would be entitled to SSP and SMP with 39 weeks they can have off. We may have to provide them with a 'phone and a lap-top or they may have their own. The main thing is the job description with flexible hours of eight hours a

week but may vary from day-to-day. Potential of weekend working and working from home. Need to have cover for sickness and holidays with a maximum of 48 hours working week. We could do our own wages or farm it out and need to decide hours and hourly rate. Do we agree that we should go ahead with appointing a Manager? MG proposed to go ahead with this and JS seconded and all in favour. All happy with 8 hours a week. If we decided 8 hours not enough and we go to 10, we have to be aware that we do not want to go to the threshold of tax and NI. Agreed £15 an hour to be reviewed after 6 months. MG said we need to advertise as soon as possible and appoint within a reasonable time. TY, KW and AL to interview. Advertise on Facebook and notice boards. Need AL to teach the new person and to interview before the end of February. JS said the job should be appraised every 6 months and need a contract of employment. AL said HLB could run our pay-role for us but it is our responsibility to contact the tax office to get a tax reference. VK will do this. MG to do the job description.

### **Business Secretary's Report:** (report circulated)

- Received £10,000 from UKSPF and over-achieved on the Spacehive target. TY concentrating on the fire report as need to meet all requirements by 31<sup>st</sup> March.
- All agreed for AGM on 25<sup>th</sup> March (last Monday in March) Adverts to be put in Tarporley Talk and Facebook.
- Insurance due on 7<sup>th</sup> March. This year not going to have the buildings re-instated until next year. Going with the same company.
- Charity Commission has changed how Charities access their records, need a main contact and another person. Need someone to take over liaising with the Charity Commission once a year after the AGM. Would be useful to know what is involved with this. Need to think about it and come back to it at next meeting.
- Our booking system does not like Excel, thinking about asking Neil Slaughter to download the excel reports but need to know the cost etc. AL will contact him.

AL said she has received an email from Ann Manning regarding selling fish & chips from a van on our car park on a Wednesday night between 5.30pm – 7.30pm. Agreed to give a trial of 2 months. Need insurance cover and food hygiene certificate.

### **Maintenance and Project update:** (report circulated)

TY said the Beer Festival was a great success. Still waiting for Bates Wells to give their comments on leasing of land to TPC, TY contacts them on a weekly basis to no avail. The longer it goes on the more costly it gets. TY will continue to make contact.

## **Gardening:**

AY said she has now received all of Rob's invoices.

## **Any Other Business:**

LM said she had received a complaint that the lighting on the steps are very dark, needs a brighter light, also dark when turning into the CC.

TY said that it will be his 15<sup>th</sup> anniversary of working at the CC and he wants to retire but is happy to stay on until the August shutdown. AY also would like to retire at this time.

AL said that CC do not require a stall at the carnival this year. We need a team from Rotary to make sure the CR is returned to good condition after the event.

## **Date of next Meeting:**

The next meeting will be held on **Monday, 26<sup>th</sup> February, 2024, at 7pm in the Committee Room.**