

Minutes of Directors Meeting of Topsham Community Association Ltd (TCA) held at 7.30pm on Monday 4th November at Dorothy Holman Centre.

Present: Mr R Drury (Chair), Mrs M Butt, Ms F. Murrell, Mr E Wright, Mrs S Wright, Mr J Vanrenan Mrs L. Wynn (Administrator).

Guests – Mr M Bush, Ms J Bell, Mr E Tuijl

1 Apologies for absence: Cllr A Leadbetter, Cllr R Newby, Mr C Buckingham, Ms J Trollope

2 Minutes of the board meeting of 9th September 2019 were approved

3 Matters arising from Meeting 9th September 2019

3.1

Action: Mr Drury Insurance: Mr Drury confirmed he is in communication with Exeter City Council and will report response when received.

3.2.

Action: Mr Drury – New Projector Bulb and fibre link system: all now sorted with TCA

3.3

Hall Repainting *Action: Mrs Wynn* - Confirm the timings for repainting the hall Confirmed that repainting is due in 2019.

Contact John Elliot and arrange meet with Mrs Wynn and Mr Drury to assess what needs to be done (**Action: Mrs Wynn**)

3.4

Rationalise phones and phone costs Make the relevant changes (**Action: Mr Vanrenan**)

3.5

Action 49: Mrs Wynn - Vegetable stall: Contact volunteers and draft a rota. Agreed that Mrs Wynn will contact directors as and when needed.

3.6

Reserves Policy Add policy to the Directors Pack (**Action: Mrs Wynn**)

3.7

Action 52: Mr Wright – Hall Users Meeting minutes have been signed off and issued.

3.8

Action 53: Mrs Wright - Operational Staff Forum: Ideas about income boosting reported to meeting.

3.9

Hall Users Forum - Plan in the next set of meetings and book venue. Make the relevant bookings (**Action: Mrs Wynn**)

3.10

Action: Mrs Wright - fire authority have been contacted to register TCA's concern about closure.

3.11

Action: Mr Drury – decision made to not purchase the cushions at this time.

3.12

Dorothy Holman - Under 'Gas' there was a discussion about setting the heating to match the booked regular users. Review of settings being looked at by Richard Bradford and a plumber (**Action: Mrs Wright**)

3.13

Budget for TCA and MH. Mr Drury to discuss with Mr Vanrenan the issues raised and responded to by Mr Vanrenan (**Action: Mr Drury**)

3.14

Action: Mrs Wright - confirmed we will not be progressing with the Repair Cafe.

4 Accounts year end

Reviewed by board and accepted.

Agreed to look for new auditor (**Action: Mr Vanrenan**). Investigate contacts to see if they will do role on pro-bono basis (**Action: Ms Bell**).

Draft resolution for AGM - 'The Board should review the appointment of the Independent Examiner before the end of the next financial year'. Add to AGM agenda (**Action: Mrs Wynn**). Propose at AGM (**Action: Mr Drury**)

5 Directors Report for year end

Reviewed by board and accepted

6 AGM Arrangements

Confirm via email directors' tasks for AGM (**Action: Ms Murrell**)

7 Dorothy Holman Centre

Lease is nearing completion and will be formally signed off.

Ensure photo is taken of the signing for publicity (**Action: Mr Drury**)

Arrange deed of surrender by DHTrust (**Action: Mr Drury**)

Meet with Mrs Wynn to review the DH financial records (**Action: Mr Vanrenan**)

Complete inventory of DHC with Veronica Coe and pass to Mrs Butt for review and agreement (**Action: Mr Bush**)

8 Management Accounts

Confirmation from Mr Vanrenan that these will be issued on a quarterly basis for review by the board.

Issue 1st quarter to board for review and comment early December. (**Action: Mr Vanrenan**)

9 Staff Salaries

Discussion of staff salaries

10 Matthews Hall Report

10.1 Refurbishment

Mrs Wright advised that a refurbishment of the back kitchen is being looked at together with some changes in the Council Chamber.

Review options and costs (**Action: Mr Tuijl**)

10.2 AV

New speakers installed, may need to look at graphic equaliser and possibly some additional acoustics boards.

Meet with Roger to discuss all AV in Matthews Hall (**Action: Mr Bush**)

10.3 Leak

Mr Wright confirmed that water leak has now been fixed.

Contact Council to formally request payment of the repairs (**Action: Mr Buckingham**).

11 Community Activities

11.1 Hall Bookings

Board agreed the proposed policy for funerals at Matthews Hall, subject to final corrections.

Finalise policy and issue to all directors (**Action: Mrs Wynn**)

Advise Mrs Coe of new policy (**Action: Mr Vanrenan**)

11.2 Film

TCA will be showing Bohemian Rhapsody on Saturday 16th November as a fund raiser for Love Topsham.

11.3 Election

Matthews Hall will be used as polling station on 12th December.

11.4 Indoor Carboot sale

Will be reviewed when the season ends in March, numbers visiting have not been as good as expected.

12 Councillors' Reports

No reports submitted, councillors unable to attend.

13 Any other business

Arrange next set of Directors meetings with Ms Murrell (**Action: Mrs Wynn**)

AGM Thursday 5 December 2019 in the hall.