

Community Centre Meeting

- 1. Apologies:** Nigel Goodliffe
Attendees: Vicki Serna, Nicki Lunny, Christine Leith, Katie Ryan, Sarah Price, Richard Marks, and Lynne Williams, Sue Owens, Pauline O'Reilly
- 2. Ratification of the last minutes (VS)**
- 3. Committee business (VS)**
Volunteer forms, DBS checks and training records logged.

4. Reports from Sub Committees

a) Finance (CL)

Financial Report - 18.04.23

Cash in hand	£ 2,371.62		
Cash in bank	£ 61,493.61		
	£ 63,865.23		
Minus Grant/Food bank	23010.13	Accruals	£ 2,005.71
Total	£ 40,855.10	Total	£ 42,860.81

Finished the annual counts for JH to look over.

Castle Water and Water plus still ongoing. We can't physically have 2 suppliers. Going on for 3 years.

Min £10.41, raised £10.50. 9.7% increase. Increased the Managers wage. Voted all,

Grants and funding – HAF dealt with separately. £24,760 in total.

Westminster grant – gone in 5k. Get our own bouncy castle that fits within the hall. Look at purchasing low level tables.

MCBF – meeting this week to decide on whether this will come through.

Constitution – tried to load new constitution. Called charity commission. Go through constitution, load points that have changed. We

Volunteer forms – only one without a DBS is Sue.

Everybody needs to update training records. SC

Critical incident policy – SP send over the school on over.

Volunteer management policy – SO

Employment payment staff policy -

Risk Management Policy

Defib – pads and batteries run out 2025, will need replacing then or unless we use it.

Fire safety log book. We should be having fire alarm twice a year. Lighting once a year. Fire extinguisher. Fire risk assessment in the book.

Current Risk assessments in folder – keep for 22 years. Keep old copies for this length of time.

NB – Kids have extra policies. Separate folder for these. Sarah has done these.

Ordered 2 large first aid bags. Got out with mini kickers. Belong to the events committee.

Pauline is going to check our accident book weekly.

- b) **Bookings** – No new groups. Diary is still full. Look at afternoon clubs. Games, cooking. Film club. Physical activities. Health and fitness. VS & PO sorting this. 9th May 7pm – walking club. Organised side of it. Risk assessment needs to be done.

- c) **Food Bank (PO)** – Shopping needs to be done. Food bank still being used. Okay for donations and money at the moment. Took £482 on the shop. Spent £200 to stock. Cooking project to start, induction hobs and pans through a grant. Healthy cookery projects for us and neighboring villages.
- d) **Youth** – Volunteers are not reliable enough. Older kids group has been cancelled. 6 – 7.30pm is now the only group. Kids club on Saturday. Hasn't ran few weeks. Times it has run on average £40-£50 per week profit. Tuck shop paying for itself. HAF expenditure is being tracked. Holiday club went well.
- e) **Events (NL)** – No other events apart from spring fayre help needed by us this weekend. Form need to go out to them this weekend to see if any of them want stalls at the summer fate. Coronation weekend Fri 5th May, bingo on Friday. Will be serving glass of prosecco. Prizes needed. Alcoholic raffle. Parish will dress up and hand out prosecco and cake. Sat – Sue's afternoon tea. Sunday Street party in our carpark 12-4pm. Tables from scouts, church hall. Bring your own picnics. Bring your own meat to put on bbq provided by centre. Kids tombola. Candy floss machine – needs to be manned.

Fate meeting - will be head separately.
- f) **Café and bar** – Getting busier. Banners need to go up around the village.

5. **Maintenance (RM/SO)**

- a) Toilets – still need to push on for the refurbishment.
- b) Richard put blinds up. TV up as well.
- c) Shed roof – Need someone to fix and make it safe.
- d) Shelving for the changing rooms. Needs big shelves installing.
- e) Cushions – protos for the foam. Protos is for the toilets now. Quote is in (£1300) curtain rail (£1100) on the stage. Flip up chairs not ordered as promised.
- f) Vents need to be fitted. Need a drill bit.



🏠 **Location:** Elton Community Centre
📅 **Date:** 18th April 2023
🕒 **Time:** 7pm

g) Speakers.

6. **Website and IT (RM/NG)** – Richard and Suzanne been looking at the website. Paid Brian's media support bill. His dad has paid him back. Media and marketing. Elton community hub.
7. **Advertising** - Make sure website is up to date. Showcasing all new events.
8. **AOB** –

Next meeting 16th May 2023 @ 7PM

Action Items	Owner(s)	Deadline	Status
--------------	----------	----------	--------