

Community Centre Meeting

1. **Apologies:** None

Attendees: Vicki Serna, Nicki Lunny, Christine Leith, Katie Ryan, Sarah Price, Richard Marks, and Lynne Williams, Sue Owens, Pauline O'Reilly, Nigel Goodliffe. Suzanne Harper.

2. **Ratification of the last minutes (VS)**

3. **Committee business (VS)**

SO is in charge of volunteers. Ensuring paperwork in order. Training records etc. CVA came to visit. Specific roles for people. Easy to recruit and identify that job. CIO documents has been taken away by Jo. She has sent it back. John is looking for a first aid course. Looking at other aspects, any other skilling up in other areas. These are free. H&S advisor can come out and conduct H&S training. PO is our H&S Rep. Volunteer forms need to be complete. DBS checked where necessary. Policies are nearly all written. Draft been sent to Judith. Walker fire came out. Lights checked every year. Fire alarm checking every 6 months. Bell check done every week.

Biffa bins – new contract. 24th May – new bin being delivered.

4. **Reports from Sub Committees**

a) **Finance (CL)**

Financial Report - 16.05.23

Cash in hand	£ 3,692.01
Cash in bank	£ 59,367.78
	£ 63,059.79

Minus Grant/Food bank 21700.59

Total **£ 41,359.20**

Accruals £ 1,763.28

Total **£ 43,122.48**

We now have the money for the toilets. More applications to do VS. Water bill – separate the 2 meters, de-register us for clean water and the wastewater. By June.

- b) **Bookings** – Cooking class starts in 4 weeks time. OPAL. Over 65s, every other week. Lost the meditation and lost dance. Need a new class. Finance meeting to adjust pricing to compare.
- c) **Food Bank (PO)** – Food bank is doing very well for food and money. Been busy. Joined forces with CAB. We have helped CAB out. Condensed the food bank down to concentrate on the shop. What we carry is more than fit for purpose. Asda vouchers available.
- d) **Youth** – Cancelled the senior club. 6 -7.30pm. increased the number to 15. Start at 6.30-8pm. go for an hour in the other room. Monday evenings. Kids club not happened, relaunching it this weekend. Not as busy as it was. Lot of them have gone to the football. Applied for the HAF for the summer. Over the full 6 weeks – (Wed - Fri) Applied for 18 places for free. Any one else can do 12.50 per day – childcare (free meal). More sports based. Bouncy castle. Mini kickers – 4th March 4 kids – 16 kids now. Keep it as mini kickers. Wants to create a league. We will feed his older groups. After school club and breakfast club
- e) **Events (NL)** – Fate 3rd June. Meeting tomorrow night (17.05). 7.15. Community Centre. Final arrangements. Everything is booked. Paperwork nearly complete. 15th July – Spirit of the 80s.
- f) **Café and bar** – New menu prices done up. New buffet and new bar prices. When do we start them? Suggested 01.06.23. No issues with bar.

5. Maintenance (RM/SO)

- a) Toilets – one toilet leaking. Spectrum interiors do commercial wash rooms. Getting quote. Bought an extra phone in the building.
- b) Problem with drains, Andy Edwards will get someone here asap.
- c) Shed roof still to do.

- d) Police gave us additional solar lights
 - e) Sand bucket for Cigarette butts.
 - f) Roof – get someone out to patch the roof.
 - g) Curtain track – spend money from our own bank. VS to order
 - h) Speakers - RG
6. **Website and IT (RM/NG)** – Website is fine the way it is. Few experts have been to improve it. Looking at this. Emails working on Steve with, we need to migrate the mails to our 365 package. We can allocate different people to them as people come and go. Attached to the 365, cloud space for document folders – access to specific folders with specific permissions. DNS authentication needs to be done. Social media – not too bad. Community hub is working well. Ensure relevant people have admin rights.
7. **Advertising** - Make sure website is up to date. Showcasing all new events.
8. **AOB** –

Next meeting AGM 20th June 2023 @ 7PM

Action Items

Owner(s)

Deadline

Status



🏠 **Location:** Elton Community Centre
📅 **Date:** 16th May 2023
🕒 **Time:** 7pm

Contact: Bookings@eltoncommunitycentre.co.uk / 07846 378209