



AGENDA

Meeting 15th June

7.00pm – Socially Distant in situ.

1. Apologies

2. Welcome and introductions.

3. Maintenance Update (SG/AG)
 - Update on works completed and to do.
 - Stage Curtains
 - Sales and Purchases made so far.
 - Storage Update – Hirers collection and re-allocation
 - Keys, Locks, Alarms, CCTV, Lighting.
 - Room names – change of room names.
 - Funding – See later point

4. Financial update (CL)
 - Bank accounts
 - Hire & Storage Charges
 - Insurance Policy – see point 10.
 - Funding – See later point

Contact: Bookings@eltoncommunitycentre.co.uk, 07846 378209.
accounts@eltoncommunitycentre.co.uk



5. Review of COVID-19 Opening procedures. (StG)

- Hand gel dispensers (CL)
- Square footage/metre of each room – information for hirers.

6. Policies and Procedures (VS)

- All policies to be agreed and ratified.
- Risk Assessments to be created.
- Appoint Health and Safety Officer

7. Hire/Use of building (ALL)

- Food bank – Pauline O’Reilly.
- Community Café – PO & VS
- Wellbeing/Mental Health.
- Existing Hire Groups /Bookings – Karen Finlow
- Youth Groups - Michelle Pattinson
- Bar and CC Events – Nicki Lunny
- Filling Calender/ear-marking dates for 2021.
- Letters out to Hirers.



- Funding for above – See point 8.

8. Funding & Grants (VS)

- Finance & Grant support – Richard Marks.
- Curtains
- Walls
- Furniture
- Community Café
- MCBF Application
- Lotto Grant – CC & Wellbing.

9. Website update (NG)

- Update
- Phones/emails
- Documents to add.

10. Points to go to Parish Council

- Payment of £200 per month for Room 2 Food bank
- Payment of half a skip cost for the clear out.
- Backing for Funding Applications
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11. A.O.B.

Date of Next Meeting TBA