



## AGENDA

**TUESDAY 17<sup>th</sup> November 2020**

**7.00pm – Socially Distant in situ.**

- 1. Attendance & Minutes (LW)**
- 2. Centre Business (VS)**
  - a. CIO update
  - b. AGM plan a date
  - c. RA's and Track and Trace, update and responsibility.
  - d. Volunteers – roles and information
- 3. Finance (CL)**
  - a. Update CL
  - b. Funding Update VS
- 4. Bookings & Hire (KF)**
  - a. Who's in and out?
  - b. New Bookings
- 5. Maintenance (SG)**
  - a. Jobs Completed
  - b. Pantry, progress report.
  - c. Kitchen plans – progress report, timescales and requirements
  - d. Lounge plans – decorations etc..
  - e. Maintenance Team – Sarah to lead, discuss communications.
  - f. H&S
- 6. Café (Food Bank & Pantry) (PO & VS)**
  - a. Café Update, when open and who for.
  - b. Pantry and Food Bank, current usage and plans
  - c. CAB input and CAB phone.
- 7. Youth Hub (MP)**
  - a. Update, closure and plans for reopening. Financial report.
- 8. Web/Marketing (NG/RM)**
  - a. Website update
  - b. Facebook update
  - c. Package plans.
  - d. Advertisements



**9. Events (NL)**

- a. Christmas – can we plan anything? Support of Crib service and Light switch on.
- b. Events dates for 2021

**10. AOB**