



## AGENDA

Monday 21<sup>st</sup> December 2020

7.00pm – Socially Distant in situ.

### 1. Attendance & Minutes (LW)

### 2. Centre Business (VS)

#### a. CIO update

**ACTION: To Agree** to alterations and additions that are required to go back to the PC before January AGM.

VS to provide a list of additional alterations/additions via email within 1 week of meeting to exec and to PC. **ACTION: To Agree** that email agreement from the exec will ratify any new additions after this meeting.

Meeting to be held with the PC before then if required.

#### b. AGM plan for 3rd Week in February (15<sup>th</sup>) due to flooring being laid in January.

Implementation of the CIO.

#### c. **ACTION: ALL volunteers to complete a contact form.** All volunteers will receive role descriptors to help define roles and responsibilities, if they are happy to do so, to assist with the smooth running of the Centre. Formats have been professionally put together and are also to support the Centre with its legal responsibilities towards its volunteers. RM & DR to process.

(GDPR policy is in place and all information will be moved from paper to electronic and stored once in situ on an onsite server with the CCTV with limited password access.)

### 3. Finance (CL)

#### a. Update CL

#### b. Funding Update (VS)

To list all the funding that has arrived in and what it is for. See document.

**ACTION: To agree** that quotes (2 minimum unless down to urgent H & S requirements.) need to be received for all work to be done for the spending of less-specific funding.

**ACTION: To agree** that area related spending can take place without ratification of further quotations if it is within the parameters of the grant received in order to expedite essential work. 3 members of the committee to be informed electronically (via email).

(All general Community Centre finance spending will still follow the rules set out in the minutes and finance policy at the last AGM and subsequent meetings).

**ACTION: To agree** that a buffer amount of £10 be added to the Bookings phone contract to prevent any extra costs.

**ACTION: To agree** that phone be added to the TESCO contract (of possible) for the Food Bank from Food Bank funds so that confidential calls are taken only on that number and personal numbers not advertised. (RM will organize with CL)

**ACTION: To agree** that RM adds an additional person to be responsible for the phone contract account.

#### 4. Maintenance (SG)

- a. Flooring going in 18<sup>th</sup> – 22<sup>nd</sup> January – Bookings will need to be cancelled for at least 3 days.
- b. Door lock received for Fire exit. To be fitted asap. Cost £55.20 **agreed with 3 members.**
- c. Concrete base required for Storage. **ACTION: To Agree to** spend that money from Centre Funds. Instruction to a party needed asap as needed to store Xmas items for the village. The Storage Unit will be purchased by the Parish Council as soon as this is complete. Two parties did not attend their meeting to quote for the job, hence Andy Eardley (preferred person of the PC) will quote and complete the job asap, **ACTION: vote to agree.**
- d. Outside Lighting quotation £549 received. **ACTION: To Agree** to go ahead with the works asap. AG to appoint.
- e. CCTV quotations have been sought and received by Steve Serna. PC are happy to help with funding of up to 50%. **ACTION: Agree in principle** that Centre funding of up to 60% will be used to pay towards the CCTV as it is an urgent H & S matter.

#### 5. Café (Food Bank & Pantry) (PO & VS)

- a. Café Update, open for Toddlers and pensioners 10-1pm following current Tier 2 guidelines. **ACTION: To Agree** that the Toddler Café receive funding via grants and is a part of the Centre's provision and takes its space payment from the Café being open.
- b. All purchases related to the Food Bank and Xmas parcels has used specific donations for this purpose. i.e. freezers, food and Toys.  
All purchases for furniture and other equipment has been spent on those items.  
No money has been spent on items that are non-specific as this is yet to receive quotes and is required to come to committee.
- c. CAB phone is in and Search screen. Café Volunteers have received training.  
**ACTION: To Agree** to the equipment being held within the centre.

#### 6. Web/Marketing (NG/RM)



ELTON  
COMMUNITY  
CENTRE

**ACTION:** Website to develop a 'Thank You' page for all doners over the last 10 months. Special interest of Xmas Parcels. Facebook poster also to thank doners and the community for their support. Any person with information of Doners, please ensure that RM knows. (Also CL and VS for records).

**AOB**

**Next meeting is  
23<sup>rd</sup> January 2021**