

AGENDA

Monday 25th January 2021

7.00pm – Socially Distant in situ.

1. Attendance & Minutes

2. Centre Business

- CIO Update. Agreement by the Parish Council. Membership small but adequate. Numbers from Lynne.
- AGM & CIO, Plans for the AGM. AGM will go ahead 23rd February, virtually if necessary, in order to ratify the accounts for 2019-2020 and adopt the CIO. Announcement of Trustee nominees from Lynne.
2020-2021 AGM will then be required in May to set a precedence for a regular AGM following the account audit and registration with the Charities Commission. A report on the 2020-2021 year by the Chair. Ratification will be required of the Committee again.
Advertisement of virtual AGM to go out this week. **To agree** that all members of the CIO receive a link to the meeting. **To agree** that members of the public, in the area of benefit, contact admin email to be sent a link to the meeting.

3. Finance

- Update of the financial accounts - CL
- Money Management and Policy. All members to remind themselves of the Financial Policy. **To agree** that all financial systems and handling be authorized by Christine so that systems are compatible with accounting.
- **To agree** that Youth Hub £50, Café £50 and Food bank £100 hold their own money tins with floats. Christine to liaise with person in charge of each float.

4. Maintenance/Building

- Floors completed by Lee Rodgers Carpets. Paid with MCBF Grant.
- Keys are now all sorted again and only one of each key to be held at the Centre. **To agree** that LW is the key holder for all the spare keys in case of loss. For Security purposes; **To agree** that all volunteers and users only need the front door key and then access to required keys once in the building. Any outstanding keys must be given to Lynne immediately so that a tally can be made of available keys.
- Andy E has done the ground work for the shed. The shed has been ordered by the PC, delivery date to be emailed to all so that a day for erection can be arranged asap.
- Kitchen – See planning Document. Work to be completed and agreed. Finance is already allocated. Agree to the removal of the existing kitchen. **To agree** to have essential alterations made to the room, (Gas, electric and false wall under window.)
- **To agree** to sell to the local community any item from the outgoing kitchen and use the proceeds towards the installation or if not saleable **to agree** to offer the items to the Local Community to prevent waste.
- Room 2 – storage is required as previously discussed for Toddler group and utility surface. **To agree** to go ahead with the storage solution to Room 2 with Centre finances, requiring 2 quotes.
- CCTV – Quote received by the Parish council and they are prepared to pay half of the CCTV. **To agree** to have the CCTV installed and have the remainder of the bill paid by the Centre finances.
- Quotes by PO for the back door to the pantry to allow access when the Centre is busy. Monies to be deducted from the Food Bank. **To agree** that this work can be progressed.

- Other maintenance and jobs completed. (Information for Volunteers)
 - Locks have been added to both ends of the Storage corridor to allow PO to lock up the Pantry completely when not in use.
 - Hole in Lounge divider wall behind speaker filled.
 - Locks altered on Ladies toilet doors.
 - Boiler Room corridor cleared and tools sorted ready for shed installation.
 - Second cupboard used for cleaning tools.
 - Mark Deegan to fix external Lock to the Fire door.
 - All heating devices in the right hand under stairs storage
 - All lighting devices in the left hand under stage storage
 - COSH cupboard in storage corridor – all unidentified cleaning products disposed of. List of cleaning products and what they are for on back of door. (ONLY these products to be purchased in future).
 - Second cupboard has fresh linen for the Café and Meeting rooms.
 - Hirers boxes are on shelves in the storage corridor.

5. **Café (Food Bank & Pantry)**

- Café – work to be done to make the kitchen fit for purpose (see document). Documents need to be written to ensure the proper use of the kitchen in the future. Our own RA's for Café purpose, policy with regards other caterers and instructions to private hirers. **To agree** to three tier system for the Kitchen use.
- Update on numbers helped.
- Future initiatives and plans.

6. **Web/Marketing**

- Update on Website. Can all members take a tour around the website and feed back at the next ordinary meeting on any issues they find. To also have any additional information ready for the team to add to the site.
- Update on Adverts & Marketing. **To agree** a list of posters that can be put out between now and opening.
- Applying for LOTTO Grant on behalf of the Community, via the Community Centre. **To agree** who will liaise with the PC, Church and other bodies in the creation of a community pamphlet.

AOB

**Next meeting is
AGM**

23rd February 2021