



## AGENDA

### Meeting 27<sup>th</sup> April - 7.30pm

1. **Apologies (KR)**
  
2. **Ratification** of the last minutes (VS)
  
3. **Committee business (VS)**
  - a. **Matters to be voted upon regarding the committee secretary.**
  
4. **Reports from Sub Committees**
  - a. **Finance (CL)** Report from minutes and financial update.
  - b. **Food Bank (PO)** Update and **plans**
  - c. **Youth & Toddler (TG)** Update and **plans**
  - d. **Events (NL)** Future **plans**
  
5. **Café update (VS) –**
  - a. Dates and Menu – Agree opening.
  - b. Finance and Volunteers (**To agree staff member in principle subject to possible funding**)
  - c. CAB, swap library and other agencies (**VS/PO**)
  - d. Legal requirements and documents.



## 6. Maintenance (RM/VS)

### a. Jobs completed

- a.i. Kitchen **(VS)**,
- a.ii. CCTV **(RM)**

### b. Jobs to do - updates

- b.i. Toilets – To agree to apply for funding an use designated plumber who has provided quotes already. **(VS)**
- b.ii. Folding Partitions - PROTOS **(VS)**
- b.iii. Bar **(VS)**
- b.iv. Café **(VS)**
- b.v. Roof - To agree to ask for advice and help from a commercial roofer. **(VS)**

### c. Maintenance team (VS)

## 7. Website and IT (RM/NG)

### a. CCTV –

- a.i. Update & agree who will have access to the CCTV ?
- a.ii. Compliance **(KR)**

### b. Website Update - Agree to any changes necessary **(NG)**

### c. Advertisements - Agree to any additional advertisements required **(RM)**

## 8. AOB



**Date of Next meeting AGM 2020-21 25<sup>th</sup> May 2021.**

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