

Elton Community Centre
School Lane
Elton
CH2 4PU
01928 890849
admin@eltoncommunitycentre.co.uk

Charity No. 520048

Committee Meeting

AGENDA

Meeting 21st June 2022

1. **Welcome & Apologies**

2. **Committee Business (VS)**

- a. Division of responsible areas. Suggested areas below, discussion.
Affirm areas that need to be covered v what people would like to do.
Funding, Maintenance, Decoration, Café, Bar, Food Pantry,
Bookings, Groups, Youth, Events, Volunteers, Contracts, Legals.

3. **Finance (CL)**

- a. Financial report supplied by Christine Leith, read in her absence.
- b. Grants and funding. (VS)

4. **Bookings report (CL/NL)**

- a. New Bookings that require discussion.

5. **Maintenance**

- a. Completed
- b. Ongoing jobs – list.
- c. Other reports
- d. Contracts in place & required.

6. **Café and Bar**

- a. Café business
- b. Staffing

7. **Food Bank and Pantry**

- a. Progress in set up
- b. Membership

Elton Community Centre
School Lane
Elton
CH2 4PU
01928 890849
admin@eltoncommunitycentre.co.uk

Charity No. 520048

8. **Events**
 - a. **Jubilee report**
 - b. **Plan for last Friday June and July**
 - c. **Plan for 1st Friday Bingo July & August**

9. **Youth**
 - a. **Report**

10. **Advertisement**
 - a. **Anything for the website**
 - b. **Anything for Facebook**
 - c. **Other advertising media**

11. **A.O.B.**

Date of Next meeting 19th July 2022