

## 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
    - i. Kitchen (VS),
    - ii. CCTV (RM)
  - b. Jobs to do - updates
    - i. Toilets – To agree to apply for funding an use designated plumber who has provided quotes already. (VS)
    - ii. Folding Partitions - PROTOS (VS)
    - iii. Bar (VS)
    - iv. Café (VS)



**Elton Community Centre**  
School Lane  
Elton  
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- 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 –
  - i. Update & agree who will have access to the CCTV ?
  - 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.**