

# Minutes of the Community Centre Meeting

17<sup>th</sup> November 7.00pm – Socially Distant in situ.

## 1. Attendance

Vicki Serna, Christine Leith, Sarah Gorst, Nigel Goodliffe, Pauline O'Reilly, Andy Gorst, Michelle Pattinson, Karen Finlow, Richard Marks.

Apologies: Colin Holme, Diana Read, Gareth Hussin, Lynda Canham.

Minutes: Add – Sarah Gorst Agreed to call the new water company Castle Water re the large bills. Agreed minutes. Proposed SG, Seconded CL.

## 2. Centre Business (VS)

- a) CIO - All details with the solicitor. Appointment to be made for **VS & SG** to attend.
- b) AGM – To hold January as per the original constitution, to move to May afterwards. An interim meeting May 2021 and then May 2020. In order to better fit with accounting period and reporting to the Charities Committee. Proposed - SG, Seconded - CL. Voted - All in favour.
- c) RA and Track and Trace. VS reminded the volunteers that regular checking required on the filing of track and trace details and reminding people who do not use the government App to leave contact details alongside their names.
- d) New volunteer Diana Read with specialist HR will help with the organization of volunteers and documentation. **VS** to meet Thursday.

## 3. Finance (CL)

### a) Accounts Update

Update from CL regarding the Accounts. We are holding around £14K to pay bills etc... for the remainder of the COVID period. Accounts Attached.

Discussed the movement of Events and Bar revenue through the Events Business Account and the Centre Business and charitable work through the Community Centre Charity Account. Agreed in principle by the committee. To take advice and check Charities committee before enacting. Propose CL, Second VS. To Vote on next meeting.

SG reported that Castle Water has agreed to come and look at/change the meter as all bills have been based on estimates and the meter is clouded and unreadable. **A Volunteer** must attend and photograph for evidence. **CL** will monitor bills.

Youth Hub is in credit and rental will be taken from bank balance. Michelle to retain the money in cash tin for time being.

### b) Funding (VS)

All applications now back. VS handed CL 18K from MCBF for the flooring and Flexible Wall. An additional £500 for the Food Bank to be received from CFF will be put towards Xmas Parcels. Food from their kitchens to be given to the Centre once ready.

Screwfix Grant for fund matching for the roof failed.

PC will agreed to pay for an outdoor storage unit if centre has concrete laid.

PC will agree to pay in part for CCTV and PIR lighting for security in light recent events.

VS Applied for Government 2<sup>nd</sup> wave funding.

#### 4. Bookings & Hire (KF)

- a. Who's in and out?

Closed to most business

CWAC still using the centre and will probably continue to do so after COVID.

First Aid went well – invoice paid

Doctors went well – Invoice sent.

Phone is not working well on cost. CL to pay KF £20 costs. New phone from TESCO annual cost £90. **RM** to acquire. Proposed - SG, Seconded - CL. Voted – all in favour.

- c) No New Bookings. (Dog enquiry pointed to the Church Hall).

#### 5. Maintenance SG

- a. Jobs Completed.

Pantry emptied. Painting complete by weekend. Weekend to lay floor and fill Pantry. Also, to complete construction of Lounge furniture. **SG and Team**

- b. Jobs to do

Code lock for the kitchen door and front door – need costs.

Lights on the stage need looking at. **AG** to sort electrician this week.

Toilets door need repairing. **AG**

Outside lights and CCTV – donated and costings for PC to pay in part asap. **AG/SG**

Look for Lock costs for the Fire Door. **SG**

Curtains for the Stage – **SG** to meet Dawn Farrell on Saturday.

Concreting to be done for the outside storage. Volunteer OR pay to be done by next meeting.

ALL COSTS TO NEXT MEETING TO BE AGREED BY CL.

- c. Projects –

Kitchen – to put a plan of what work we can do and what costs for work to be done. To agree spending at the next meeting.

Request for Toilets. – Front toilets to be targeted for a large grant to allow for modernizing.

Update on Roof. – **VS** to get a quote and put together a work group, speaking to encirc.

ALL COSTS BY NEXT MEETING TO BE AGREED BY CL

- d) Maintenance team. – More volunteers at the weekend. Need to establish a working group for SG to manage and do jobs to avoid general confusion in crossing roles.

- e) H&S – COSH details received from SG. **VS** to print and file.

#### 6. Café (Food Bank & Pantry) (CO/VS)

- a) Closed due to Lock Down – Was opened for the Jubilee Volunteers who enjoyed their meals.

PC paid £120 for the breakfast and Lunch package. Freezer for Café delivered from Funding.

- b) Pantry and Foodbank. PO reported on the deliveries taking place and the purchase freezer with funding to house the Food. Parcels for Xmas are planned with help of Cheshire Food Bank and School liaison. **PO**

- c) CAB are coming to a meeting on Thursday to hand over a Phone for use at the Centre. **VS/PO & RM** to meet.

#### 7. Youth Hub (MP)

- a. Closed due to current restrictions

- b. Well attended and needed and is taking sufficient funds to pay for itself

- c. Michelle to step down as leader, meeting required to discuss as plenty of volunteers before re-start. **VS** to call meeting
- d. **VS** to put in application to TLM for young people's grant for games items.
- e. Bike Racks can be fitted asap. **MP and Hubby**

#### **8. Web/Marketing (NG/RM)**

- a) Teams/Zoom equipment installed and working (in this meeting). As is PC and TV to support.
- b) Website up to date, required new photos of the upgraded equipment and spaces.
- c) Facebook – to alter the Events FB page to run events and items regarding the centre. To run as NL has with approval only so not to get bombarded. **RM**
- d) To get a poster/advert ready for party 2021 and KF to start taking refundable bookings. **RM**
- e) Regarding outside advertising – possibly talk to Trish about a page in the Parish Booklet **CL/NG**

#### **9. Events**

- a) Christmas all events off involving gatherings. PO to advertise for everyone to put up their lights. 'Light Up Elton.'  
Planning to have Ian McKay as Father Xmas and Margaret Lockhart as Naughty Elf with an open top car. Other volunteers to dress up and hand out selection boxes to children outside their homes. To be organised **PO** lead.
- b) To earmark first weekend in June for Fete & watch developments to start events as soon as safely possible. – Speak to **NL**

**Date of Next Meeting: 21<sup>st</sup> December! With Xmas Cheer!**