

CIO Meeting

1. **Apologies:** Nicki Lunny, Sue Owens, Nigel Goodliffe
Attendees: Vicki Serna, Pauline O'Reilly, Katie Ryan, Christine Leith, Richard Marks and Lynne Williams
2. **Ratification of the last minutes (VS)**
3. **Committee business (VS)**
 Music license – sorted. Looking to purchase a DVD unit for the show of films.
4. **Reports from Sub Committees**
 - a) **Finance (CL) -**
 Running at a negative – spending more than coming in. Not as much income for Sept. Wages gone up. Bar stock went up. Maintenance went up.

Financial Report - 17.10.22

Cash in hand	£ 1,821.17
Cash in bank	£ 55,071.58
	£ 56,892.75

Minus Grant/Food bank	£ 18,800.95
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Accruals	£ 1,733.00
Outstanding Bills	

Total	£ 38,091.80
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Total	£ 39,824.80
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Sum up card now got it. How much do we need to load it? £1000.

Rules for card use– Main use is the weekly order for bookers/Mackro – Café and bar stock.

Other online orders – Amazon – must be ran through Christine.

Set up a business account for Amazon.

Book to sign the card in and out

KR and CL are the only people to know Pin. Shouldn't be used unless emergency.

Invoices needed. Show Christine how to load up.

Float safe – needs installing on wall.

CL has applied card for paying cash into post office. Flu clinic – who responsible for payment. Its been assumed that parish council have agreed to pay. This wasn't agreed. Ensure the process for these bookings are clear with Nic. Send doctors an Invoice – agree the price. £66 Lynne will work as liaison for this.

What are our priorities – toilets and roof – what does Vicki need to sort – grants. Patch the roof. Leaks in the back. Toilets – professional.

- b) **Bookings** – Busy in the run up to Christmas. Kids parties etc. Booking for Helsby high school. Nigel went off to look for bookings system. Looked at booking systems. No need to spend on one.
- c) **Food Bank (PO)** – Started stocking the shop. Still need to look at how it works. Member issues and trade issues. Need a license to trade. KR to speak to Encirc (Becky – about this)
- d) **Youth & Toddler (TG)** – Halloween part for toddler group – money for food from own revenue.
- e) **Events (NL)** – Bingo hospice of good shepherd. Kucachoo.
- f) **Café and bar** – Help Nic print new menus now they are designed. Café doing well. Prices going up as costing us more. Gas to be turned up slightly for the beer pumps. Volunteer rota's made up. Bi weekly to be sent out by Nic.

g) **Tech day needed** – wireless printer not working. Pauline needs to be shown how to print.

5. Maintenance (RM/VS/PH)

- a) Ladies toilets been repaired by Steve and Richard, still leaking.
- b) Flusher in ladies – need to investigate
- c) Curtains, bench cushions. If not bought anything – can we buy the foam to get made. Funding for it.
- d) New curtain rail needed
- e) Move curtains to room 2 for projector
- f) Blue notice board to go in room 2.

6. Website and IT (RM/NG) – Printer needs looking at, also the computer.

7. Advertising - New café menu. Posters being posted all the time. Nic to post something every day for the café or events. Nigel to look at calendar. Facebook goes out every week. Café and events. What's on poster – seasonally.

8. AOB –

Next meeting 15th November 2022 @ 7PM

Action Items

Owner(s)

Deadline

Status



 **Location:** Elton Community Centre
 **Date:** 18th October 22
 **Time:** 7pm

Records updates	Katie	[Date]	In progress
Cupboards	All	[Date]	In progress
Screening Licence	Sue/Vic	[Date]	In progress