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Elton Community Centre Committee

Meeting Sunday 9th February 2020

Minutes

Present: Stephen Garrity (Chair), Vicki Serna (Sec/Vice), Christine Leith (Treasurer), Colin Holmes, Sarah Gorst, Nigel Goodliffe. Andy Gorst

Apologies: none

Agree minutes of meeting 08th February 2019

Minutes agreed on the ratification.

1. Finance

- Christine Leith to take over all aspects of the banking and finance repating to the Community Centre. All agreed
- Signatories to be nimated as; Christine Leith (Treasurer), Stephen Garrity(Chair), Vicki Serna (Secretary), Sarah Gorst (Committee Member.) All agreed.
- Payments – It was agreed that £50 spending limit on any day to day items with permission of the Treasurer.
- Under £200 would require two committee members to agree payment with the Treasurer acting as the third member between meetings. Treasurer to see to a rotation of counter signees. Any amounts over the £200 threshold must come to committee for agreement or an extraordinary meeting called.
- Christine to make a simple budegt going forward from this point 9th February to assess financial needs.

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- Stephen to compile a list of requests to the outgoing chairman to include; Is there any cash in hand? Also, the whereabouts of the safe key.
- Stephen to contact the accountants for the accounts and outstanding banking details.
- Christine to contact the charities commission to change the trustee memberships. All to pass Christine the appropriate details via email.
- PROTOS – Vicki given permission to proceed with a PROTOS application for acoustic curtains for the hall. No time to examine other priorities. Noise reduction between rooms is one priority that will fall within the £4000 budget.
- Cash to be banked from interim period £1036.44

2. Responsibilities

- The Chair proceeded to allocate areas of responsibility for members of the committee.
- Website – Nigel Goodliffe. Generic email addresses should be sought. A return to the original web-designer which is approximately £187 pa over the £115 to Yell.com that had been recently adopted. To Liase with the Parish Council/Steve Serna on contact details.
- Treasurer – Christine – All matters financial.
- Legals and contracts – Stephen Garrity. To include existing contracts and licences and discussions with third parties about new cooperative solutions. Vicki to intially make contact with the Parish Clerk with regards exploring joint contracts with the PC.
- Maintenance – Colin Holmes. To look after the basic maintenance of the building and recognise when we have the skills and when contractors are required.
- Bookings – Vicki. To honour all existing bookings and look at how to develop a better system for the commuity and ourselves. To look at pricing and conditions of hire.
- Staffing – Stephen. Employment and employment contracts to be looked at and initial advertisements for staff. Cleaner is urgent. Bar staff as soon as possible.
- General Running – Sarah Gorst. Managing the stocks, general tidying and improvement of areas. Advising cleaners and bar staff.

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3. **Security**

- Keys – quote required for a replacement door OR a replacement lock and multiple keys. Door is under only one lock and the alarm is not in working order. Centre is dependant upon cameras.
- Alarm to be looked at by Maintenance team asap (urgent)
- Stephen to speak to Steve Serna with regards access to the cameras. The Committee believes that if the system is only available via a log in on a PC then it is not in breach of GDPR. Positioning of cameras needs to be checked so as not to have young or vulnerable people at risk.
- DBS to be looked into asap for all committee members own safeguarding.
- Hive – request to be added to a list for the outgoing chair for log in. If not it was decided that a new box be purchased. It is a good idea if positioned correctly. The box will be positioned and protected by the maintenance team.

4. **Maintenance**

- Andy- Gorst co-opted onto the committee as a maintenance expert to support Colin. He is a qualified industrial electrician and maintains the Parish play parks. All voted in favour.
- Maintenance team are free to complete any essential works that they see fit, with the allowance of up to £50.
- An account can be used at Hammer and Tongs for emergency use. Colin and Andy to be named.
- Snagging list required for the building with urgent and non-urgent items.

5. **Bookings**

- Existing bookings will be honoured as they are
- Booking system to be looked into for ease of use for us and customers. To work with Christine on the invoicing.
- Rates to be looked into by Stephen and Vicki and brought to committee.

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- Opening up and Closing will need to be shared as will the Bar until staff are appointed.

6. **Advertisement**

- Website – Nigel to keep updated.
- FB is agreed is the only other method of communication. To add to list of log in requests to outgoing chair, before a new page is created.
- Stephen and Vicki to look into the offer to the community.
- Vicki to collect posters and data from all current users to help create a uniform area for advertisements in and out of the building and online.

7. **Funding**

- Adoption of the Events Committee as a sub group of the community centre to be of benefit for both groups and drawn in events and funding. All in favour.
- Ask the village on Facebook what they would like (carefully) – Vicki.
- Look at involving more Childrens clubs and Adults. Stephen to look at license for film use.
- Possibility of creating a craft club – Vicki to contact village crafters.
- Monday and Friday Parent and little ones club – come for a brew and a chat.
- 7th March – first easy function to be organised by the Events Committee for funds. Nikki Lunny and Jase Edwards to run.

8. **AOB:**

- Stephen to approach the PC with regards to taking over the CIO process. To be brought to the Community Centre Committee to ratify.

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- Stephen to contact the insurers to look at the use of the word 'Youth' in the title of the Centre. To think about a new title for the centre to sound more inclusive and modern.

Meeting closed 3.25pm

Date of next meetings TBA

Signed: _____

Dated: _____