



Minutes of ECC Meeting

11th March 2020

Attended; Stephen Garrity (StG), Vicki Serna (VS), Christine Leith (CL), Nigel Goodliffe(NG), Sarah Gorst (SG), Colin Holme (CH), Andy Gorst (AG)

1. Apologies

None

2. Minutes of last meeting

Proposed as correct by SG. Seconded by CH

3. Membership/Constitution

- a. No alterations to the committee – no extra attendees.
- b. Agreement to move the constitution to the CIO Association model with the support of the Parish Council. Proposed VS, Seconded SG.

4. Finance

- a. Treasurers report – see sheet.
- b. Water Bill – discussed. VS has been onto all three water companies and they were making progress with an explanation of what was happening with the bills and who the water supplier should be. If no progress made soon, VS to take details to the Ombudsman to move with as the centre is not making payment to any company. Move to discuss with further information next meeting.
- c. Invoicing system. StG to move forward with the system is around £160p/a. Considered well worth the price.
- d. SG & CL to see accountant as soon as practicable about the accounts. Also to ask the accountant about the Bar, should we have a separate account.

Contact: Bookings@eltoncommunitycentre.co.uk, 07846 378209.
accounts@eltoncommunitycentre.co.uk



- e. Ask the PC about the ANSVAR insurance bill and half payment.

5. Maintenance

- a. Hive. CI has authorized AG to purchase the Hive box to give us access to the heating system. To use the admin@eltoncommunitycentre.co.uk email so that it is transferable.
- b. Alarm – COSTCO is £200. The Yale option from B&M is good enough as add-ons can be made. AG to look in into, purchase and install. Basic pack agreed on if the add-ons are available.
- c. Locks and Keys – Agreed to leave for the time being as expensive and Alarm with improve the security situation.
- d. Move forward with Clearing the Centre. ECC Documents to be removed. CL to collect another form to have the essential documents archived with CWAC. NG to make a start. AG to drill off the locks.
- e. Decoration – Room 2 painted, to move onto room 1. Smaller Wi-fi cupboard. Stick to traditional white woodwork and dark blue doors to keep theme around the building. Off White for the main hall that fits with the Blue theme. SG to source paints. AG/CH to Action.
- f. Cleaning – Really works well and good pricing. Monday morning full Clean and top up Friday morning. Cleaner, Sylvia has a front door key and a boiler key. No hirers are to use the fridge for storage. – All in favour. Extra bins have been removed as the usage of the CC is already filling the bins. Hirers must take al their rubbish home. Signs have been put up for this. Re-visit in future
- g. General Maintenance – Outdoors to be tidied up AG/CH. Security Lights to be checked. PIR/Motion sensors activated or added to the outside lighting.

Water cistern. SG to find a valve to stop water from continual flow in the men’s toilets. VS made a red maintenance book available to the team to log issues and work completed.

6. Bookings

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- a. Issues were with the bins and fridge as above. Need to speak with hirers SG/VS about the use of the kitchen.
- b. New hirers since new committee took over; Jimmy TKD, Jive Club, Clubbersize, Community Choir. A number of party bookings.
- c. Hire rates – discussed at length and agreed – see attached document. Amended after discussion. Corporate rates after discussion with clients requirements. Starter rate at 50% for 6 months agreed. Standard rate and Community rate agreed. All prices must be checked annually and ideally at the AGM. AGM date to be worked out after accounts returned.
- d. Letter to Hirers – All read and agreed. All new rates to take effect from 1st July. Signed contracts to be returned 3 weeks prior to the deadline or presumed not required. Clear out until has until the 11th April.
- e. Hire Agreements – checked and sent with the Hire letter with conditions stated above. Rules checked.
- f. Booking forms produced by StG similar to above, but with stipulations on rubbish, cleaning and deposits. £50 cleaning deposit, before room hire. £20 deposit for children’s party. Bar must take £20 per/hour or difference will be paid by the hirer.
- g. Bookings and invoicing system – see above.
- h. Events and Activities – report by VS on what is planned. Nicki Lunny and Jase Edwards still happy to help and the Events group. Currently, the finances must be split between the 2 accounts. Started the Toddler Café and hope to advertise and grow

7. Website and IT

- a. Email set up Bookings@eltoncommunitycentre.co.uk
admin@eltoncommunitycentre.co.uk accounts@eltoncommunitycentre.co.uk all members need attaching to the correct mail address. Need to pass Steve Serna the gadgets they wish to use.
- b. Web site design. StG and NG to arrange to see the web designer. StG to see about cancelling the Yell.com account early if at all possible. £117 is crippling the accounts.

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- c. Facebook – not yet.
- d. Bookings system – once meetings have been arranged with the web-designer.
- e. Raspberry Pi – not yet.

8. **Bar**

- a. Staffing – VS to circulate dates for the time being. To also have a discussion with Sean Crosswaite re paid staffing in the future.
- b. Stocking – Bookers at the moment and Beer from Sean. Will need to sort out Bookers and other accounts going forward. CL/VS/SG

9. **Regular Meetings**

- a. 1st Monday of each month 7pm going forward so that we can advertise. To go on boards and FB.