



Minutes

Meeting 21st May 2020

7.00pm – Zoom Portal

Purpose of the Meeting to agree on as many of the points below, to allow individual members to progress with actions in the absence of face to face meetings. This is in order to have some works that will be of benefit to the community ready for when the government rules are relaxed and business can commence in part or in full.

1. OPENING UP

- Remain closed as per Government guidelines for the foreseeable, except for Food Bank. To await new guidelines.
- Nigel has completed room measurements and applied to layout on Website. To create signage for when we re-open. **StG**
- Only contact users in the capacity of expected dates back **VS**
- Groups will be contacted prior to letting their spaces to other groups. Committee decision if there is a clash and no imminent return date for the outgoing group. New contracts to go out on re-opening. Charges already agreed. **VS**
- If a group will require 2 slots rather than one to re-open with social distancing arrangements then a 2 for 1 offer will be agreed until government guidelines change. **VS**
- No requirement for cleaner yet. Guidelines for users to be produced about clean on entry and clean on exit once the centre has a re-open date. **SaG**

2. FINANCE

- Est £585 p/mth for Bills whilst the Centre is closed. In Bank approx. 12K including the 10K from CWAC grant. Re-payment of £3100 approx to be paid back by PROTOS for the curtain grant.
- Rent application to the PC for the food bank **VS has applied.**
- Separate ask for support for the CC to the PC by **SG.**
- Official complaint registered with the Water Company **VS.**

- Constitution states Jan as the AGM, however, there was a precedent to complete the AGM in May due the Charity Commission requiring figures in March. To propose at the next meeting that the AGM is Jan 2021 and at this AGM it is agreed to put the AGM date to a more appropriate date.

3. ONGOING WORK

- **Resolution** that those who are not socially isolating may complete any decoration and DIY with social distancing rules. Proposed StG, seconded SG, vote unanimous.
- Rooms painted, paint is already purchased, will move on with this – **to be completed AG/CH**
- Curtains put up once they arrive, approx. 2 weeks. – **to be completed AG/CH**
- Outside space tidied by Rob, he is happy to help the Centre. Looking for outdoor storage units to move tools etc... outdoors. All to keep an eye out for local people getting rid of storage solutions. **AG/CH/SaG**
- Storage tidied – do we contact users? **SaG/VS NOT AGREED ON.**
- Application to Marshes for the sliding doors. **VS/CL**
- Sort out wiring on bar, the hall was re-wired, but the Bar has been left with wires all over. To progress **AG**
- Camera CCTV – Andy has spoken to someone who will be able to supply, will keep us updated and let us know when it can be installed. **AG/CH**
- Outside lighting, Andy will erect the lighting as soon as possible. **AG/CH**

4. WEBSITE

- Ongoing development of the Website, all agreed looking good, more professional and organized. **continue NG**
- Bookings portal inserted – This will be pursued once the Centre is re-opened. Currently, all bookings will receive new contracts and details and these will be forwarded to CL for finance. A copy of all bookings to NG for the Calendar and also the booking forms etc... to be uploaded. **VS/NG/SGr**
- Emails to correct people –Emails and names required for the website. Bookings Vicki & copies to Christine/Nigel, Finance@ Christine, Stephen, enquiries@ to Stephen **VS/NG**
- **Any additions for Nigel – none other than above.**
- **Resolution** - Centre Phone for bookings. To look to Steve Serna for a phone, if not to purchase a cheap android as the centre phone. Call forwarding to StG. Proposed StG, seconded CL, vote unanimous.

5. BAR



- Bar stock checked – Resolution to sell stock at cost price to the committee and others. To allow volunteers to have a pint after work of the beer stock. Donations appreciated. Proposed CL, seconded StG, vote unanimous.

6. DEVELOPMENT

- **Resolution** to research and look for funding for the setting up of community groups café, youth there have been some avenues offered and made available during the past few weeks. **SaG/VS**
- Friends of Elton Community Centre – to create a group attached to the CC of volunteers to help with running, maintenance, groups etc... to look at the structure of this initiative in the next meeting. **VS**

7. AOB:

- CL – to make the committee aware of a suggestion that a Garden of Remembrance is set up in the Jubilee Field. A 'Go Fund Me' page set up in order to fund the initiative. All agreed that it is a good idea. To be taken to the PC.

Next Meeting – Date and type of meeting to be confirmed in approx 2 weeks.