



Minutes

Emergency Meeting 28th May 2020

7.00pm – Zoom Portal

Attended: Stephen Garrity (StG), Vicki Serna (VS), Sarah Gorst (SG), Christine Leith (CL), Nigel Goodliffe(NG).

1. Apologies,

Andy Gorst.

2. Agreement of date of next AGM (StG)

Agreement made to hold first AGM in Jan 2021 in line with the constitution. AGM was held by the PC in 2020 in order to elect a new Committee. The accounts and records were already up to date with the Accountant. To agree to review this at the 2021 AGM in line with Charity Commission submissions and financial year ends. Proposed (StG.) Seconded (CL), all voted in favour.

3. Financial update (CL)

10K received from CWAC COVID Grant.

CL Setting up DD for Castle water company who appear to have sole responsibility for the current water supply. Other companies still under review.

4. Maintenance Update (SG/AG)



Volunteers are continuing to paint and tidy the centre.

Hirers are being contacted individually to collect and sort out their belongings.

Room 1 to be corporate- ready. Room 2 already decorated and used as Food Bank. All storage areas have been emptied and tidied. Outside space has been tidied and rubbish removed. All old unnecessary furniture to be advertised.

SG to look into room names and families.

5. Review of COVID-19 Opening procedures. (StG)

To remain closed and open under government guidelines as they appear.

Discussed some options i.e. offering users two sessions for the price of one to half groups sizes, toilets, in and out doors etc...

Hand sanitizer and soap is on order.

6. Website update (NG)

All updated so far.

Documents and minutes to be sent to Nigel to up load as required

Phone/pay as you go contract to be purchased with number for centre.

Plug in booking system to be added as soon as required.

7. Review of Spending and Procurement Process.

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



Review of spending procedures as per the minutes of the meeting 9.02.2020. All agreed fit for purpose as they are.

8. Policies and Procedures (VS)

To look into all the policies and procedure documents required to bring us up to speed, including Risk Assessments.

All Policies to be agreed on at a meeting and uploaded to website once completed.

9. A.O.B.

Date of Next Meeting TBA