



## Minutes

### Meeting 15<sup>th</sup> June

#### 7.00pm – Socially Distant in situ.

1. **Attended:** Chair - Stephen Garrity (StG), Sec – Vicki Serna (VS), Tr – Christine Leith (CL), Sarah Gorst (SG), Colin Holmes (CH), Nigel Goodliffe (NG), Andy Gorst (AG).

Pauline O'Reilly, Stephen Serna, Karen Finlow, Michelle Pattinson, Nicki Lunny, Laura Lunny, Denise Crosswaite.

**Apologies:** Richard Marks

2. **Welcome and introductions.**

Members and new helpers all welcomed by SG. VS introduced all with their skill sets.

Minutes agreed from the last meeting – proposed SG, all voted in favour.

3. **Maintenance Update (SG/AG)**

- Room 1 almost done complete, to add TV unit and dress. Hall to paint. Floor tiles foc received from AG for storage areas. Grey and red chairs collected. School table sold for £50. Small/old tables yet to go. Bar to be decorated in a 'Urban' feel in greys to match the grey/blue theme in the centre. Last Big Saturday push this week hopefully, with all other jobs ongoing. **SG & VS** agreed to look at furniture in the colour scheme and to process grants.
- Stage Curtains – it was agreed that they be advertised as curtains or fabric on FB. To be replaced as and when a new theatre group etc... is set up.
- Sales and Purchases made so far. – Only two receipts under £50 sent to CL.



- Storage Update – All hirers have collected except the WI and Looking Forward. **StG** to send a letter to WI if no response and **VS** to contact Looking Forward again (although items are in boxes already.)
- New Lock barrel to be put on and keys swapped as groups return. **VS** to contact Sandra again to find any records of the key holders. We believe £10 deposit was paid by most. Key document to be signed and held in centre for all future keys distributed.
- Room names – SG contacted the families of the ladies that the rooms are named after. Jane Hall there are no living relatives and Edith Eadgerly, elderly distant relatives contacted who no longer live in the village, through Heather Reeves. All agreed that the centre needed to move on and rename the rooms. SG promised that the board containing their names and other donors from the foundation of the centre, will be displayed in the entrance.

Agreement to ask the community for suggestions with regards the re-naming.  
**SG**

- Additional – dripping gutters, SG asked CH if he would mind looking at them, not broken, possibly just overflowing and need clearing. **CL**
- Funding – See later point

#### 4. Financial update (CL)

- Bank accounts – reported cash in hand £658.43 and bank account £12611.89. This is healthy due to the COVID grant and will help see us through difficult times paying bills.
- YELL .com final payment left the account on 8<sup>th</sup> June and the account is now cancelled.
- **CL** to receive £10 per key for any new keys issued. Key swap for any existing keys. Document signed on receipt of new key and kept in the CC.
- Hire & Storage Charges – it was agreed that all hirers should have a box supplied by the Centre for keeping items at the Centre for free. Anything over

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[accounts@eltoncommunitycentre.co.uk](mailto:accounts@eltoncommunitycentre.co.uk)

this must be agreed by the Committee and possibly charged for. **SG** to source boxes.

- Insurance Policy – Steve Serna was present from the PC so item was discussed as a preference of how financial support is now received by the CC from the PC. There had been a precedent, but it was unclear as to whether it was a legal agreement and when it ceased to be paid by both parties. It was agreed that the centre should pay its own bills and ask for donations and grants as issues arise. A point to be revisited with the new CIO which is being set up and paid for by the PC.
- Missing United Utilities bills – perhaps they were electronic? To investigate. **(CL)**
- Funding – See later point
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#### 5. **Review of COVID-19 Opening procedures. (StG)**

- Hand gel dispensers are not available so need to source solutions for decanting and securing hand gel stations. **(SG&CL)**
- Square footage/metre of each room – NG has already measured all areas and the measurements are available to hirers on the website.
- VS reported that the information regarding re-opening has just been received and needs to be reviewed. A COVID -19 risk assessment will be done by **(VS&SG.)** A meeting in 2 weeks will be held to assess what date we will be ready to open and in what capacity.

#### 6. **Policies and Procedures (VS)**

- All policies have been read by members of the committee. Proposed that we adopt the policies with a view to adjusting as necessary or at the AGM. Proposed by **NG** and seconded by **CL**, all voted in favour.
- Policies to be converted to PDF and put on the website by **NG**.

- Risk Assessments for the running of the centre to be created by **SG**
- Appointed **SG** as H&S officer due to her similar role for TESCO. Proposed **StG** and seconded **NG**. All in favour.
- COVID- 19 Risk assessment to be completed after main Risk Assessment by **StG & VS**

#### 7. Hire/Use of building (ALL)

- Food bank – Pauline O’Reilly is the responsible person as member of the PC.. This is to continue for the foreseeable in Room 2. Advice from the Cheshire Food Bank is that this will be in place for a year with a view to changing the offer as a permanent food store after that.
- Community Café – Pauline O’Reilly and VS to meet with Dawn from the Fareshare project this week with regards setting up a community café and funding. Possibly 5 x H&H certs will be made available. **VS**
- Wellbeing/Mental Health – VS contacted Amanda to ask for a quote on potential sessions for mental health workshops for the village. Funding will be sought from LOTTO for this if it is viable.
- Existing Hire Groups /Bookings – Karen Finlow has agreed to be the new booking secretary. Meeting needed to agree on booking procedures etc... **StG,VS&CL**
- Youth Groups - Michelle Pattinson has agreed to take a large part in the creation of youth groups and sessions. The Bar area would be used. To ask for support from Gary Miller. **VS**
- Bar and CC Events – Nicki Lunny to take on responsibility for how the bar functions with the support of Laura Lunny. Also, to provide a mthly Friday night entertainment for the village. All in agreement that Friday night would be the best evening. Leaving Saturday free for private hire except when a village event is taking place i.e. Christmas and Summer Fete. **VS**



- Filling Calendar/ear-marking dates for 2021. A Discussion was held; although the current situation is not favourable to events and gatherings, to make bookings as if they will be allowed. This to be done by the events and bookings team (**Karen, Nicki, VS&StG**) and forwarded to **NG** to mark on website calendar.
- Letters out to Hirers – All existing hirers to receive letters, including new charges, storage info, Covid-19 Risk Assessments etc... to be checked before being sent out. **StG & VS**
- Funding for above – See point 8.

#### 8. Funding & Grants (VS)

- Finance & Grant support – Richard Marks works in Hospitality Finance and has indicated he will be able to help us out a bit with some items. He is thanked for the work carried out so far.
- Curtains – On their way – slight adjustment to colour has been agreed. All paid for by PROTOS **CL** – to reclaim once the curtains are up. To be put up by **AG&CH**
- Walls – A quotation is being done by AEG to place a folding wall between the main hall and the ‘café’ area. Approximate costs estimated to be around £3500
- Furniture – For the Café and bar Area. Funding to be sought and furniture agreed on directed at the use of the rooms and that is compatible with a colour scheme throughout for mix and match if needed. **SG&VS**
- Community Café – Meeting with Dawn from Fare Share on Friday. Maybe funding available to help with café set up and equipment required. VS and Pauline O’reilly meeting on Friday afternoon.
- MCBF Application – For all of the above the MCBF (Windfarm) grant is due in August. This will need fund-matching. The whole proposal of community café and Youth and other services may bring in alternative funders so that this is



easily accomplished. Report to go to Committee once all information and quotes are in before final grant goes in. **VS**

- Lotto Grant – CC & Wellbing. As above. The Lotto grant appears to only be available for the direct affects of COVID-19 at the moment. If Café and Mental Health application are put in the LOTTO may fund those initiatives. **VS**

#### 9. Website update (NG)

- Update – plans and room sizes have been added.
- Phones/emails – new email addresses and phone number for bookings have been added to the site. 07496 047760
- Documents to add – All policy docs have been ratified and will be added to the Website. Also the Privacy Document that covers GDPR. **NG**

#### 10. Points to go to Parish Council

- Payment of £200 per month for Room 2 Food bank. This is a request from Pauline O'Reilly to the Parish Council as the Food bank is a separate initiative for the village.
- Agreed to make an approach to the PC for financial support for the CC due to COVID. To consider in what form to make the request. **StG**
- Payment of half a skip cost for the clear out is now a suggestion to the PC that they may contribute to the skip at the next council meeting. The CC cannot wait for the go-ahead so to order and pay for by the CC in order to expedite. **AG**
- Backing for Funding Applications – Steve Serna made it clear that the PC will, in his opinion, look favorably on helping with any new tangible initiatives that benefit people in the village.



11. **A.O.B.**

**Date of Next Meeting TBA (Approx 2 weeks, before 4<sup>th</sup> july when more information is available to make the case for an opening date.)**