



## Minutes

### Meeting 7<sup>th</sup> July 2020

#### 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), Richard Marks (RM), Pauline O’Reilly (PO), Stephen Serna (SS), Karen Finlow (KF), Michelle Pattinson (MP), Megan Hunter(MH).

**Apologies:** Andy Gorst

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, seconded NG, all voted in favour.

3. **Review of COVID-19 Opening Procedures (VS/StG)**

- Agreed that the Policies and Procedures were in place in order to re-open the Centre to the community on 13<sup>th</sup> July. Advice and frameworks used by CWAC and ACRE. Government guidelines override any local guidelines. Proposed VS, seconded SG, vote unanimous.
- All hirers have been sent the new terms and conditions, new hire contracts and the COVID SECURE conditions and procedures. Awaiting responses from some.
- Taped arrows to be added at the weekend

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- Cleaner has agreed to work on an adhoc basis.

#### 4. Maintenance Update (SG/AG)

- Entrance Hall complete & Rug donated by Rodgers Carpets
- Need to complete painting of the Hall **(SG)**
- Curtains have arrived and need to be put up. **(AG/CH)**
- Urinals back on – part to be ordered if not found **(AG)**
- Boiler – Steve Serna recommended we use an Ince parish Councilor **(VS)**
- Fire – need checks and guidance on resetting of the fire alarm and evacuation procedure. **(VS)**
- Roof - to look into any damage and have the roofer out asap. **(StG)**

#### 5. Hire/Use of the Building

- Pauline O'Reilly reported that discussion were in place to change the nature of the foodbank to a Community Café and Community Shop/Pantry. This would better fit our demographics. **(PO)**
- To speak with the doctors with regards outside space and any connections with the surgery e.g. Blood Bank etc..... **(LW)**
- Youth HUB – plans started. Waiting on essential information and documents. **(VS)** Require Parish Council financial support to start up.

Discussion had on how the Hub will run. Gary Miller who is a Youth Worker will take the Safeguarding lead. To start up as soon as possible.

To look into the re-naming of the building, past assumption that it was altered due to insurance expense. **(StG)**



- Hall Master is on a 3 month free trial for Karen to get to grips with. Phone call help/support has been booked. Karen will take email bookings and add to system. Ongoing **(KF)**
- Agreed to take on all bookings with deposits that will be fully refundable if the COVID situation does not allow the function to take place. **(KF)**

#### 6. **Funding & Grants (VS)**

- Progress being made on all grant applications.  
LOTTO, MCBF, WESTMINSTER, CFF, VEOLIA, PROTOS. **(VS)**
- Plan has been drawn up to support the applications.

#### 7. **Finance (CL)**

- Bank £12,076.67, cash in hand £338.67.
- Once Curtains are up, then the PROTOS grant can be acquired approx. £3198 **(VS)**
- Castle water is now being paid by DD. Water Plus still in dispute.



- United Utilities, have received no invoices in order to pay for WIFI. To set up a new supplier **(STG)**

#### 8. Website update **(NG)**

- COVID SECURE numbers to be added to the Website. **(NG)** No fixed furniture numbers as yet, due to changes and food bank requirements.
- Discussed that Richard would be able to assist **NG** with the Web design due to his experience in the hospitality trade.
- To look at setting up and linking Facebook account **(RM)**
- To look at linking all village events through the new FB and liking with Elton Chat and the CC.

#### 9. A.O.B.

- VS mooted that role descriptions should be available for all the volunteer roles at the Centre so volunteers clearly know what is asked of them. Also, will allow advertisement of roles should we need new or different volunteers. All in favour **(VS)**
- Meetings to be monthly from now on. 3<sup>rd</sup> Monday will fit in room 1. Meeting is required to fill in and assess any changes end of July/beginning of August.

**Date of Next meeting TBA**



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