

Minutes

Meeting Monday 3rd August 2020

7.00pm – Socially Distant in situ.

	Attendance
	Stephen Garrity (StG), Vicki Serna (VS), Sarah Gorst (SG), Christine Leith, (CL), Karen Finlow (KF), Richard Marks (RM), Lynne Williams (LW), Pauline O'Reilly (PO), Michelle Pattinson (MP), Nigel Goodliffe, Andy Gorst, Colin Holmes, Gareth,
	Apologies:
	Nicki Lunny, Laurel Lunny (LL), Dora Smith (DS),
	Committee Business. (StG & VS) Resignation of Stephen Garrity, accepted. Vicki Serna put herself forward for Chair, seconded by Nigel Goodliffe, all in favour. VS proposed Lynne Williams for the position of secretary, vacated by herself, seconded by Nigel Goodliffe, all in favour.
	Membership VS informed the other members of the volunteer team that on approval of the CIO with the Parish Council roles would be nominated to the committee allowing it to expand.
	Communications VS informed the group that the Whats app group would be taken down and individual groups set up. Committee notices will be sent out via a committee whatsapp group. Keys were distributed and signed for.

	Finance (CL) £274.42 Cash in hand. £11,608.82 in the bank Awaiting the Protos grant cheque.
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	<p>Furniture has been ordered.</p> <p>DBS certificates paid for and need to be refunded from the funds requested from the Parish Council (£500, Youth Hub).</p> <p>Advise will be sought from Sue Butler (Sec for the Scout group) on how to proceed to get a card reader and the benefits of card payments.</p> <p>Yell.com have been in touch again regarding an outstanding month's worth of fees. StG has been in touch and says that there will be written communication coming through. This will be handed over to LW.</p>
	<p>Bookings & Hire (KF)</p> <p>The logo has been completed.</p> <p>Not a large amount of renters at the moment but hope this will improve soon.</p> <p>ML would like to book a room for a PC surgery with Justin Madders MP, 15th August 2002 – 11.00 – 12.00.</p> <p>ML would like this to be paid for by the CC – the committee thought this should be paid for by ML and for her to be refunded by the PC.</p> <p>LW and SG will open up at 10.30.</p> <p>NG proposed that ML receive an invoice and information on how to sanitise afterwards.</p> <p>It was proposed that the Café be open and also to ask the Allotment group if they would like a table to sell produce, an ideal time to promote. PR will liaise with the allotment group.</p> <p>Dr's practice would like to use the CC for 2 flu clinics, 1 in October and 1 in November. The groupd manager would like to look at the rooms available, LW will liaise between SG and the practice to facilitate this.</p>

	<p>Events & Activities</p>
	<p>Youth Hub (MP)</p>
	<p>Thursday 6th August sees the Youth Hub open 6.30 – 9.30, moving forward this will be on a Monday and Thursday evening. This was approved by the committee.</p> <p>Risk assessment for the Youth Hub has been completed.</p> <p>This will go onto the facebook page. The CC will cover the 1st month's rental to see if it is a viable event, this was proposed by NG and agreed.. SG will provide a tuckshop and the float.</p>
	<p>Food Pantry (PO)</p>

Contact: Bookings@eltoncommunitycentre.co.uk, 07846 378209.
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	<p>Food Pantry. This is expanding with a food deliveries increasing. To coincide with school starting the food pantry will open with reasonable priced foods PR will liaise with Trinity Church in EP to see how their shop is run. Gazebos will be put up to coincide with the Youth Hub. StG will work with LL on the events.</p>
	<p>Café (PO/VS) £5,000 is sitting in the PC account waiting to be transferred back to the CC for the Café.</p>
	<p>Website & Advertisement (NG & RM)</p> <p>All groups currently renting space from the CC will be contacted to share information to build up the website. Each group will have an individual page to contribute to. Anything exciting to share, photos etc. The traffic to the website has doubled within the last month. Any contributions for the website please send through to Nigel at NJGoodliffe@gmail.com. There will be a separate web address for the website information website@eltoncommunitycentre.co.uk. A blank letter head was requested to be sent to everybody on the committee.</p>
	<p>Maintenance</p> <p>Roof Update (StG) The materials are waiting for the roof repair £465 excluding VAT. StG liaising.</p> <p>Other Maintenance/Jobs (AG/SG)</p> <p>The locks have been changed and new keys cut and allocated and signed for. The shelves are up Curtains have been hung in the main hall. Men's toilet needs a new valve. Cost of £150. Approved to pay. Women's toilet need repairs too. Electrician to come and check the wires for sockets and lights that keep tripping. Maintenance book will now be kept in the Kitchen.</p>
	<p>Funding (VS)</p> <p>VS has applied for a Screwfix grant of £5,000. All grant applications have been put forward.</p>
	<p>Future Events (NL)</p>
	<p>AOB</p>

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	<p>Party booking has been cancelled due to lack of numbers. Deposit to be refunded.</p> <p>It is now compulsory to arrive and leave the CC in a face mask. Notices to be put up at the Centre. PO to resource.</p>
	<p>Date of Next Meeting: 21st September</p>