

Minutes of the Community Centre Meeting

21st September 2020

7.00pm – Socially Distant in situ.

1. Attendance & Minutes (VS/LW)

Vicki	Steve S
Lynne W	Andy C
Sarah G	Andy G
Nigel G	Colin H
Christine L	Richard
Karen F	

The minutes of the meeting were approved as a true record.

2. Centre Business (VS)

CIO

VS passed over the details required for the solicitor to continue with the CIO , these were for the Chair and the secretary. We are now awaiting drafts of the CIO and once received we will meet with the PC to see about moving forward with the size of the committee and allocation of roles.

NG requested that the committee discuss the draft before going to the PC and if needed call an extraordinary meeting to agree the draft before proposing it goes onto the PC agenda for their next meeting.

3. Finance (CL)

It was agreed in the meeting that Sarah Gorst would be put onto the bank account as a signatory for the Community Centre Cheque Book.

CL gave an update on the financing currently to hand there is £329.92 and in the bank there is £13,198.26. LW requested that the finance statement be sent electronically to be attached to the minutes moving forward.

Funding update was given by VS.

CF Fertilizers – agreed that the funding allocated to the Events committee could be used to go towards the start up costs of the Community Café.

Lotto funding – not heard back from yet.

Westminster -Youth Projects for furnishings, not heard back from yet.

MCFB – requested information via email, VS has responded.

Parish Council have granted £500 to the Youth Hub for set up fees. This was paid into the Community Centre bank account and will help cover the costs of DBS checks. CL & RM to discuss a system where funds can be allocated.

CL will check the accounts of the Youth Hub on a monthly basis.

4. Bookings & Hire (KF)

a. Who's in and out?

The Tuesday club have cancelled their bookings.

Fitness club is still running.

Star dance cancelled.

Nicola Stubbs, would like to have a fundraiser on 24th October with funds raised going to the Countess of Chester. 9.00 – 12.00. Charge for Coffee/tea or charge a flat fee. \decided to charge for the drinks and have 3 volunteers on site. Cake sales to be served from a separate table and payment taken there. VS proposed, SG seconded, all in favour.

b. Day Room rates and other to be agreed.

We need to agree on a

delegate rate,

a community rate

do we offer; a day rate, half a day rate, hourly rate etc.

Do we cap the ½ day rate at 3 hours and the day rate at 5 hours.

Clarify the set up and break down time.

A full price list should be put together for information.

Corporate clients to be invoiced on a 30 day payment.

Invoice Hub Master program has a cost of £10 per month.

It was suggested that we run a promotion for prebooking the CC next year, with a Covid Cancellation plan in place. VS to bring to the next meeting.

5. Maintenance SG

a. Jobs Completed.

Fridge has been delivered

b. Jobs to do

Carpet tiles are still waiting to be laid.

Shelves and storage for the pantry still need to be fixed to the wall.

Code lock for the kitchen door

Lights on the stage need looking at.

Toilets need repairing.

There are still jobs that need doing and this is growing daily. It was decided that the list of jobs go into the red book and volunteers who are able to will work through the jobs they are able to complete.

AG will speak to an electrician to find out where the trips are happening on the electric circuit.

Outside lights – donated.

Radiator in the kitchen needs to be removed.

The lock on the fire door needs to be changed.

c. Projects –

Request for Toilets. – Front toilets to be targeted for a large grant to allow for modernizing.

Update on Roof. – VS to get a quote.

The original roofing company will stand by their quote given two years ago. Two other independent quotes required VS to source.

- d. Heating – We need to decide whether to get a new hub so that the heating can be controlled by the new committee.

6. Café (Food Bank & Pantry) (CO/VS)

- a. Update and Start up of Café (Macmillan)

The Café was opened on 21st September and on Saturday there was a Macmillan fund raiser held.

Very good facebook profile out there for the Community Centre Café. Menu now viewable on facebook, thanks to Nigel and Richard.

Free food will enable the CCC to provide subsidized meals for those in need within the community.

- b. Pantry and Food Bank – looking healthy and helped those in need within the community
- c. Next steps

7. Youth Hub (MP)

- a. Update

The Youth Hub is doing well and the donation received has paid for the rental fees for the Community Centre.

Protos – arrangements have been made to pay for a bike rack to be put up outside the CC, first permission must be received from the PC. Also wanted are beanbags for gaming and a lockable cupboard.

WIFI USB points.

8. Web/Marketing (NG/RM)

- a. Website – this is up to date and trending as a go to place. Traffic is double that of the PC
Volunteers job list will be put together by LW this will contain job descriptions for when we bring on other committee members we fill the necessary vacant roles.

The PC have asked if the CC would be interested in going halves with them on a virtual meeting package of hardware. The basic cost being £500, NG proposed and SG seconded. Unanimous agreement on a 50/50 split for costs.

9. AOB

It was proposed that the cleaner be once instead of twice a week.

All risk assessments are up to date and include covid procedures on sterile clean down after every meeting.

Only 6 persons allowed in social groups/activities. Sports are ok to continue as they are.

Masks must be worn into and out of the CC and when walking around but may be removed once seated.

Track and trace – visitors sheet needs to be completed and filed daily unless minutes are taken in a meeting showing who is in attendance. Track and trace paperwork to be kept for 4 weeks before being destroyed via a shredder.

Date of Next Meeting: 19th October