

Minutes of the Meeting

Monday 21st December 2020

7.00pm – Socially Distant in situ.

1. Attendance

Vicki Serna, Christine Leith , Nigel Goodliffe via Zoom, Pauline O'Reilly, Karen Finlow, Richard Marks, Colin Holme, Gareth Hussin, Lynda Canham, Lynne Williams, Lisa Deegan, Andy Canham, Katie Ryan, Tracey Bellis, Maria, Toni Guirido, Steve Serna (late into the meeting).

Apologies: Sarah Gorst , Andy Gorst, Michelle Pattinson, Diana Read,

2. Centre Business

a. CIO update

ACTION: It was Agreed to alterations and additions that are required to go back to the PC before January AGM. SG put forward the misspelling of her name. VS proposed that all alterations and any additions be sent via email to VC to forward to the Parish Council. This was put to the vote, 2nd by LW and was unanimously carried.

VS to provide a list of additional alterations/additions via email within 1 week of meeting to exec and to PC. Proposed **ACTION: To Agree** that email agreement from the exec will ratify any new additions after this meeting.

Meeting to be held with the PC before then if required.

b. AGM plan for 3rd Week in February (15th) due to flooring being laid in January.

Implementation of the CIO. Proposed new date of 23rd February 2021 for the AGM by VS, 2nd by LW and carried unanimously.

c. All volunteers will receive role descriptors to help define roles and responsibilities, once Diana (HR) has completed her assessments of the roles, if they are happy to do so, to assist with the smooth running of the Centre. Formats have been professionally put together and are also to support the Centre with its legal responsibilities towards its volunteers. RM & DR to process. They will be asked to complete a contact form to be filed on site, (GDPR policy is in place and all information will be moved from paper to electronic by LW and stored once in situ on an onsite server with the CCTV with limited password access.). This was agreed, all information to be held on a computer within the CC. VS proposed and CL 2nd carried unanimously.



3. Finance (CL)

- a. Update CL see attached accounts.
- b. Funding Update

To list all the funding that has arrived in and what it is for. See document attached.

To agree that quotes (2 minimum unless down to urgent H & S requirements.) need to be received for all work to be done for the spending of less-specific funding, the initial finance policy will stand if below the stated amount. LW proposed the above, CL 2nd and it was carried unanimously.

To agree that area related spending can take place without ratification of further quotations if it is within the parameters of the grant received in order to expedite essential work. 3 members of the committee to be informed electronically (via email). It was agreed that area related monies can be spent without going out to the committee for voting, this was proposed by CL and 2nd LW, carried unanimously.

(All general Community Centre finance spending will still follow the rules set out in the minutes and finance policy at the last AGM and subsequent meetings).

To agree that a buffer amount of £10 be added to the Bookings phone contract to prevent any extra costs. RM will take responsibility of updating the contract for the phone with the additional funding. Voted unanimously that the £10 buffer was a good idea.

To agree that phone be added to the TESCO contract (if possible) for the Food Bank from Food Bank funds so that confidential calls are taken only on that number and personal numbers not advertised. (RM will organize with CL). VS proposed and CL 2nd carried unanimously.

ACTION: To agree that RM adds an additional person to be responsible for the phone contract account, (with the booking secretary as a 2nd name on the contract) agreed and carried unanimously.

4. Maintenance

- a. Flooring going in 18th – 22nd January – Bookings will need to be cancelled for at least 3 days. Floor paid for by the Wind Farm Grant. Vs will give access to the centre on the day.
- b. Door lock received for Fire exit. Mark Deegan has offered to put the lock on the door. Cost £55.20 **agreed with 3 members via Whatsapp, this will now not be an option, all agreements to be made via email.**

Contact: Bookings@eltoncommunitycentre.co.uk, 07496 047760
accounts@eltoncommunitycentre.co.uk

- c. Concrete base required for Storage. **To Agree to** spend that money from Centre Funds. Instruction to a party needed asap as needed to store Xmas items for the village. Andy Eardley is being used as nobody came to quote and as nothing else is in place – an agreement to use the PCs recommended person (AE) was tended by VS and 2nd by CL, it was carried unanimously. This is urgent as the PC cannot order the Shed until the base is complete. This was agreed in principal on seeing AE quote and carried unanimously
- d. Outside Lighting verbal quotation £549 received. **ACTION: To Agree** to go ahead with the works asap. Cllrs Heatley and Parker have agreed in principle each agreeing to pay £200, AG to appoint. but as there is no quote the applications for funding cannot be sent in.
- e. CCTV quotations have been sought and received by Steve Serna. PC are happy to help with funding of up to 50%. **It was agreed in principle** that Centre funding of up to 60% will be used to pay towards the CCTV as it is an urgent H & S matter. VS proposed and CL 2nd with it being carried unanimously for the safety of the Centre and therefore an urgent matter. There are insurance implications and therefore quotes must be chased.
- f. It was proposed that money already allocated for specific works did not need to come back to the committee for approval. This was proposed by VS and 2nd by LW and carried unanimously. (See section 3b)
- g. All spending of non specific money is to be quoted for and agreed upon as per the financial policy. This was agreed unanimously.

5. Café (Food Bank & Pantry)

- a. Café Update, open for Toddlers and pensioners 10-1pm following current Tier 2 guidelines. **ACTION: To Agree** that the Toddler Café receive funding via grants and is a part of the Centre's provision and takes its space payment from the Café being open.
- b. All purchases related to the Food Bank and Xmas parcels has used specific donations for this purpose, e.g. freezers, food and Toys.
All purchases for furniture and other equipment has been spent on those items.
No centre money has been spent on items that are non-specific as this is yet to receive quotes and is required to come to committee.
- c. CAB phone is in and Search screen. Café Volunteers have received training.
It was proposed that the equipment for CAB be held within the Centre for the benefit of the community this was agreed and carried unanimously.

6. Web/Marketing

ACTION: RM will take point on developing the Website to have a 'Thank You' page for all doners over the last 10 months. Special interest of Xmas Parcels. Facebook poster also to thank doners and the community for their support. Any person with information of Doners, please ensure that RM knows.



(Also CL and VS for records). Please make sure all supporter information is with RM and NG so they may add to the website.

**Next meeting is
23rd January 2021**

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