

Minutes for the Meeting

Monday 25th January 2021

7.00pm – Socially Distant in situ.

Attendance

Vicki	Nigel – Zoom
Lynne	Katie
Richard	Karen
Gareth	Pauline - phone
Christine	

Apologies

Andy Canham
Linda Canham
Christine
Colin

1.	Minutes	Initials	Deadline
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	The minutes of the last meeting were accepted as a true record of the previous meeting. Vicki, approved by NG		
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2 Centre Business

CIO Update.
Agreement by the Parish Council. Membership small but adequate. Will adopt at the AGM
24 member so far and still an opportunity to join.

AGM & CIO, Plans for the AGM. AGM will go ahead 23rd February, virtually if necessary, in order to ratify the accounts for 2019-2020 and adopt the CIO. Announcement of Trustee nominees from Lynne. We are out of date with the agm and need to agree the accounts in Feb and then have to have another meeting in May to approve the last years account

2020-2021 AGM will then be required in May to set a precedence for a regular AGM following the account audit and registration with the Charities Commission. A report on the 2020-2021 year by the Chair. Ratification will be required of the

Committee again.

Advertisement of virtual AGM to go out this week. **To agree** that all members of the CIO receive a link to the meeting. Agreed by 3 (VS, NG, LW)

To agree that members of the public, in the area of benefit, contact admin email to be sent a link to the meeting. The link to be sent via LW so that we are aware of who is attending

3. Finance

Update of the financial accounts - CL
£47,246.13 in the bank
£ 1,051.48 cash in hand
£27,198.99 removed from the bank account funds.

Allotment funds missing
CWAC missing invoices
Gas bill will now be monthly and not quarterly. This will make accountability better.

LW

CL

Forms received for the online banking.
Dr's invoice to be dropped off by LW to chase the outstanding monies.
CL asked about the hire fee, agreed until easter and to review afterwards.
It was agreed by all that Youth Hub £50, (LC) Café £50 and Food bank £100 (PO) hold their own money tins with floats.
Any outstanding receipts and monies need to

get to CL ASAP
 CL will liaise
 with person in
 charge of each
 float

Security for the
 bank accounts
 were changed
 due to a
 situation that
 arose and the
 account was
 hacked.

4	Maintenance/Building		
	Floors completed by Lee Rodgers Carpets. Paid with MCBF Grant. Not completed yet, back on Thursday to complete.		
	Folding wall, people back on Wednesday to take final measurements.		
	Keys are now all sorted again and only one of each key to be held at the Centre.		
	To agree that LW is the key holder for all the spare keys in case of loss. For Security purposes; A key list to be made and any lost keys to be logged. Agreed by LW, VS, NG. Key code will be put on the key box. Outstanding keys to be given to LW	LW	
	It was agreed that all volunteers and users only need the front door key and access to required keys once in the building. Any outstanding keys must be given to Lynne immediately so that a tally can be made of available keys.		
	Andy Eardley has done the ground work for the shed. The shed has been ordered by the PC, delivery date to be emailed to all so that a day for erection can be arranged asap. 2-3 people to erect the shed £349.00 for the base paid to AE.		
5	Kitchen – See planning Document. Work to be completed and agreed. Finance is already allocated. Agree to the removal of the existing kitchen. It was agreed to have essential alterations made to the room, (Gas, electric and false wall under window.) CL mentioned about donating to the recently flooded row of houses. CL to ask Sue if there are any needy families that need a kitchen. Sell is another option if no donation – 4 hands in agreement.		

	<p>It was agreed to sell to the local community any item from the outgoing kitchen and use the proceeds towards the installation or if not saleable to agree to offer the items to the Local Community to prevent waste.</p> <p>Room 2 – storage is required as previously discussed for Toddler group and utility surface. It was agreed to go ahead with the storage solution to Room 2 with Centre finances, requiring 2 quotes. Still waiting for some quotes – agree work in principle – 4 in agreement to the job in principle.</p> <p>CCTV – Quote received by the Parish council and they are prepared to pay half of the CCTV. It was agreed to have the CCTV installed and have the remainder of the bill paid by the Centre finances. £1,153.35 for us to pay to the PC as our payment. 4 agreed for installation. Installation will be done by SS and RM, this saves us on installation fees.</p> <p>Quotes by PO for the back door to the pantry to allow access when the Centre is busy. Monies to be deducted from the Food Bank. It was agreed that this work can be progressed. Not received quotes and PO to chase on Wednesday. ½ moon frosted glass will be on the top of the door.</p>		
<p>6</p>	<p>Other maintenance and jobs completed.</p> <p>Locks have been added to both ends of the Storage corridor to allow PO to lock up the Pantry completely when not in use.</p> <ul style="list-style-type: none"> ▪ Hole in Lounge divider wall behind speaker filled. Thanks to RM ▪ Locks altered on Ladies toilet doors. ▪ Boiler Room corridor cleared and tools sorted ready for shed installation. ▪ Second cupboard used for cleaning tools. ▪ Mark Deegan to fix external Lock to the Fire door. Not completed yet. ▪ All heating devices in the right hand under stairs storage ▪ All electrical and lighting devices in the left hand under stage storage ▪ COSH cupboard in storage corridor – all unidentified cleaning products disposed of. ▪ Colour code for buckets and put on back of store room door ▪ List of cleaning products and what they are for on back of door. (ONLY these products to be purchased in future). ▪ Second cupboard has fresh linen for the Café and Meeting rooms. ▪ Hirers boxes are on shelves in the storage corridor. Same size boxes needed and labeled for the hirers. 	<p>MD</p> <p>VS</p>	

7	Café (Food Bank & Pantry)		
8	<p>Café – work to be done to make the kitchen fit for purpose (see document). Documents need to be written to ensure the proper use of the kitchen in the future.</p> <p>Our own RA's for Café purpose, policy with regards other caterers and instructions to private hirers. To agree to three tier system for the Kitchen use. – Agreed by 4 hands</p> <p>Health and hygiene certificate and public liability insurance docs.</p> <p>List of instruction of what can and cant be used for external hirers.</p> <p>Update on numbers helped – 25 families at Christmas parcels, 40 wellbeing hampers for the community. 15 families highlighted for assistance.</p> <p>Future initiatives and plans.</p> <p>Crock pot cooking – across Cheshire – donation point. Cooking sessions with a crockpot held at the CC. PO has ordered 20 crock pots for the initiative within Elton.</p> <p>Toni G will be starting a new initiative with the children and food.</p>		
9	Web/Marketing		
10	<p>Update on Website. Can all members take a tour around the website and feed back at the next ordinary meeting on any issues they find. To also have any additional information ready for the team to add to the site.</p> <p>Ongoing, amendments being made to some of the pages.</p> <p>100 visits in January to the website.</p> <p>Posting on Facebook re the CIO and the CC.</p> <p>Add in Ince Village Hall and the Village hall as a venue for Hire.</p> <p>Update on Adverts & Marketing. To agree a list of posters that can be put out between now and opening.</p> <p>Look on the website and see if there are any ideas for RM and NG to make the website more appealing. Feedback to be given to NG or RM</p>		
11	<p>Applying for LOTTO Grant on behalf of the Community, via the Community Centre. VS has applied for the grant and if agreed it will pay for the 1st edition of the brochure 2000 – 16 page £660</p> <p>To agree who will liaise with the PC, Church and other bodies in the creation of a community pamphlet.</p>		
12	AOB		
13	<p>Roof – Investigation done into the flat roof -can we have a different roof – lightweight steel roof to go over a flat roof.</p> <p>VS called the company and planning,</p>		

	Planning needed, Solar panel tiles can also be done at the same time, water catchment for the toilets – eco friendly community centre.		
1 4 .	End of meeting called 20.30		

	Next meeting is AGM 23rd February 2021		
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