



## Extraordinary meeting May 2021

Tuesday 25<sup>th</sup> May  
19:00pm  
Elton Community Centre

**Meeting called by:** VS

**Type of meeting:** Extraordinary Meeting

**Note taker:** KR

**Attendees:** VS, CL, KF, RM, NG, PO, LW, TG (Teams).

**Apologies:** NL

**Ratification of Minutes from last meeting:** Seconded by NG. Minutes signed off by everyone

### *Minutes*

**Agenda item:**

**Presenter:**

We had extra grant 8k restart – enabled us to say yes CC can spend funds on toilet. 3k quote Brad. J and CL looked through. We want to get it done asap.

In order to restart – need to look for member of staff café – we had sufficient funds – pay them for a few months, while revenue grows. Agreed.

KR / RM – Diana – writing job spec – posted on Indeed and Elton village chat. Indeed – 3 from people from village. VS suggest we can't interview – KR, RM and VS on panel to interview. Bring proposed person to the committee before hired.

If area from Bar – goes onto the panel. 3<sup>rd</sup> panel for interviews.

Update on CIO from last time. VS met with solicitor. He has everything he needs and more. Nothing more from us. As Colin Sandra and ron, logged CIO with companies house – ECC CIO belongs to them. We can't do anything else. We needed to rename ourselves. Elton youth and community centre. Youth in the title costs a lot to keep – untire. Email to prove. We can now pick up the name Elton youth and community centre CIO. He will apply for that and register it with

Company house, register with charity commissioin. CL and VS to set up bank account then. August on this. Events community not for profit business account – couple of years free.

Looking into another TNL grant – speciifaly for wellbeing. New guys starting Thurs, youth hub, comminuty griouyp to support these.

Contracts – cleaning contract back on – Monday and Fri.

Look at the bins for the contract – generating waste - £10 per lift. Once per week. Bags are tied, they re-cycle their end. Once a fortnight.

Need paving slabs – hardstanding – Andy E for the bin to sit on.

Order part for dishwasher.

RM washed every glass in the bar. Ready Thurs.

Bar stock done – Andy/Steve rough idea – look at what they might like.

Sue adair – sell sandwiches 6 and 8pm. KF and NG to run the bar – Thurs 6pm. 30-40 people. VS to check price list. Bar and main room is theres. Check with NL that she doesn't want to do Thurs.

Bookings – normal own key

Room 1 – May we are done

WI 1<sup>st</sup> June or 6<sup>th</sup> July. 7 -10, not sure if

10<sup>th</sup> June – CWAC

Eden field training – Room 1

15<sup>th</sup> June – Mindfullnes – meeting1 6.30-7.30

16/17<sup>th</sup> June – Eden field

R meeting 22<sup>nd</sup> June.

CWAC – 6<sup>th</sup> July 8.30- 4.30

8<sup>th</sup> 9<sup>th</sup> 8.30-3.30 Eden

10<sup>th</sup> CWAC 8.30-4.40

13<sup>th</sup> Mindfullness 6.30 – 7.30pm

14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> Eden field training

Hallmark jewek – 28<sup>th</sup> July.

Main bar /area

Usual – Taekwadon, War game, youth hub, footloose.

27<sup>th</sup> June – christening 11-4pm with bar.

3<sup>rd</sup> July – Mccmillian – café opening times.

Enquiry kids party 20<sup>th</sup> July – Michelle. – Leavers party. 7.50 per head – hire room 14 per hour. Its too expensive. Hiring DJ – we could of got for free and limos. £7.50 or £56.

Is there a min spend on the bar – Lauren offered to help.

Has Dora been in touch. She's been back – gone on holiday. Done 1 session.

Fridays are only available when no events.

Email bookings to NG for the calendar. Highlight the weekly ones. Need to have a structure – replicate it. NG needs the data from KF

CL can cross ref the calendar on the website. Email send to CL and NG

Toni – Youth hub back. Café on thurs, room 2 gaming. Girls made cookies in café. Toddler group quiet on Friday. Need advertising, make it clear to mums to put toys away. Promotion for the parents, loyal card. Baby gate over the door. Kids not near hot drinks. Printer for homework.

CCTV – policy – Pick one and then send to parish council to pass. Cupboard needs locking away. – vents for side. Printers need working.

RM/KR to look the printers.

Can we photocopy? Printer attached to CAB

Ecotank – vs £8. Cartridge vs renting. Printer – rented.

Community pay back – gary has few hours left. Has done so much. 125.5 hoysrs. 150. Ask him to stay on. Do we want the windows painting. Get him a card and something. They approach us for community service.

Decals – welcome at the front.

Volunteers celebrating – put it off to Sept.

Accounts 24<sup>th</sup> May –

Bank – 278.65

Bank 38782.28

Total

9,436 – allocated to rest of grants or the food bank – got 29,628 in our funds. Debtors – still waiting on Nina 38.50.

Utilities end of may 28,697.73 – spending money. See spreadsheet. Toilets coming out of pots. Kitchen employ. Protos buill needs paying and then get back from them. CL needs to check Youth club accounts. RM needs to cash up on café.

We need to start up an events committee. Totally sep account grant from parish for events – still in account. Do we give it them back.

Next meeting is 22<sup>nd</sup> June 2021.

Action items	Person responsible	Deadline
✓ Go through interviewees	VS, KF	Enter deadline here
✓ Needs a system for when Centre needs to be opened early.	The committee	Enter deadline here
✓ KR, KF and RM to look at free booking software	KR to show KF and RM	Enter deadline here

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**Agenda item:** Finance **Presenter:** CL

**Discussion:**

- RM has set up ledger for spends and can produce list of debtors to chase. Email needs to be set up so her can send them out.
- Sub committee had their meeting. Accounts now gone to Judith. Looking at events committee.
- Grant paid in for Events committee. Keep in one account for now, going forward the bar (not charitable) needs to be set up as a separate business under the community Centre.
- A review of all pricing to take place in Dec. If no restrictions, could happen sooner. We aren't allowed to make a lot of profit.
- Regular hirers need to be told the 50% discount ends in the summer (Somewhere on booking form).
- Judith and CL met and have gone through accounts. All will be ready for the AGM (25<sup>th</sup> May 2021).

**Financials**

Cash in hand	£ 310.39	Outstanding Debts	£ 303.50 (CWAC /Parish council)
Cash in bank	£ 32,118.63	Outstanding bills	£ 129.69 (SS electrics/Utility warehouse)
	<b>£ 32,429.02</b>		
Grants/Food bank	£ 11,267.86		
Total left in Acct	<b>£ 21,161.16</b>		£ 21,334.97

Action items	Person responsible	Deadline
✓ Set up email address for RM.	VS, RM, KR	Enter deadline here
✓ Dates of events Corporate/private need to be sent to NG and CL.	KF	Enter deadline here
✓ Apply for restart grant	VS	Enter deadline here
✓ Price List need to be on website- send to NG	VS	Enter deadline here
✓ Prices should be on front window and staff corridor	KR	Enter deadline here

Action items	Person responsible	Deadline
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**Agenda item:** Foodbank **Presenter:** PO

**Discussion:**

- Helped lots of families out at easter. PO to have a meeting with Essential direct – Fri 12<sup>th</sup> May. New door has been fitted @ food bank. Working well. Grant to buy more shelves.
- Lisa Deegan building up the library.
- Looking at possibility of car boot @ Centre. Café could serve hot drinks and bacon rolls at it.
- Cookery programs after 17<sup>th</sup> May. Need volunteer chefs.
- Food bank needs to adapt to community. All money was used from Spar. Got another £200. Money for Meat/Fish.

Action items	Person responsible	Deadline
✓ Ask for donation box in café (not outside)	PO	Enter deadline here
✓ Offload CDs and DVDs (too many)	Enter person responsible here	Enter deadline here
✓ Enter action items here	Enter person responsible here	Enter deadline here

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**Agenda item:** Youth Club / Toddler **Presenter:** TG

**Discussion:**

- Toddler group went very well. Lucy can run 1 day. Ideas from parents and carers – put a suggestion form together and ask café volunteers to share. Group free entry but charge for teas and coffees. Going forward provide toast for toddlers.
- Youth hub – create a reward system. Road chef to sponsor. Child can earn and spend at road chef. Need more collaboration. Sent ideas over but no response yet. Funding needed to pay for rent of room. Raffle with prizes. Could only sell to volunteers. Kids to do. Need more volunteers – 3 to run safely
- Children's Activities – Saturday morning taster session. Business workshops, like Kerry, dance etc. Arts and crafts. Cookery. Might appeal to wider group of children that might not want to attend youth hub and aimed at younger ages.
- Holiday activities in summer. Grant needed. Pauline having a meeting this Fri.
- Charity work – Fund raising, get the children involved to organize. Disco/Rave night. Gary to DJ. Token system. Tuck shop. Cake sales. Sponsored sport.
- Two more people keen to join subcommittee. Look to run homework club. Need to look at safeguarding procedures.
- 3 x laptops donated and 1 x printer.
- Look to chat with PCSO – invite him/her up for tea/coffee ask what initiatives they run with young people, maybe ask fire brigade as well.

Action items	Person responsible	Deadline
✓ Speak to Road chef Manager – Sue Evans	TG	Enter deadline here
✓ CF to give money to youth	VS to chat to TG about	Enter deadline here
✓ Look at various other grants – football	TG, VS	Enter deadline here
	TG, VS	Enter deadline here

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**Agenda item:** Events

**Presenter:** NL, PO, VS

**Discussion:**

- Change date of volunteer night as clashes with another big event. 26<sup>th</sup> June is suggested. Every in agreement. Gary to DJ. Tony to do a spot also.  
This will be for all Volunteers, also invite a few from Encirc, CF, Justin Madders to say thank you properly.
- Look to do open day end of May. Café open, cakes sales. Show the place off.
- Gazebo's – had a few requests. Need to make up an agreement on who should be allowed to lend them. £10 charge (to replace). It should be a perk for the volunteers. Only lend them out to community volunteers.

**Action items**

**Person responsible**

**Deadline**

- |                                   |               |                     |
|-----------------------------------|---------------|---------------------|
| ✓ NL looked at operations         | NL            | Enter deadline here |
| ✓ Additional shelving and mirrors | The committee | Enter deadline here |

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**Agenda item:** Café

**Presenter:** VS

**Discussion:**

- From 17<sup>th</sup> May – 6 ppl allowed.
- Menu will be limited at beginning and then build up. Teas/Coffees. We have a panini machine, Soup kettle.
- Subcommittee for finance apply for grant for a paid employee to run the café and associated volunteers. Start getting job spec together. Standard policy with T&Cs that are clear, notice period etc. Agree in principle. VS proposed. KF, KR seconded. Every agreed.
- CAB and Bereavement counselor to start popping up, they will sit in café at first.

**Action items**

**Person responsible**

**Deadline**

- |                                    |                               |                     |
|------------------------------------|-------------------------------|---------------------|
| ✓ Link their services from Website | RM, NG                        | Enter deadline here |
| ✓                                  | Enter person responsible here | Enter deadline here |

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**Agenda item:** Other Centre business

**Presenter:** VS

**Discussion:**

- Community service – community pay back. Can be anyone in village – payback with skills like builders etc. Under supervision. If offence is theft, then must be accompanied.
- Kitchen is now complete.
- CCTV almost done. Gent toilets no lights – will be checked at the weekend. Additional monies left from original start up grant could be used for the toilets.
- 17<sup>th</sup> May deadline for partition install. Protos to fund, we pay, and they will pay us back.
- Roof – Get someone commercial to come and look at it, check option for repair or replacement.
- Do we look at solar panels at the same time? Get green credentials – 50% paid for by a specific project. VS to check MC, windfarm, and Biffa grant.
- New bin system as café and bar would ultimately produce more waste.
- Maintenance – still no trustee yet. Possible new recruit.
- CCTV – Need to nominate data controller to review footage. Will need someone from parish council and RM and KR. VS and NG proposed. TG and CL seconded.
- Website update – need to review calendar, how far in advance should it show, keep to 1 year? How long to display. Regular booking, input/output control. NG needs the following info to update on the website:
  1. Contact person
  2. Date/Time
  3. Activity/booking
  4. Room number
- Uniform for café, caps and polo shirts – Encirc could sponsor (get web address of center printed on back) Look for 20. KR to speak with Encirc.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Legal requirements and documents	VS to complete. DR/KR to help	Enter deadline here
✓ Change meeting back to 7pm	The committee	Enter deadline here
✓ Send quotes for toilet refurb to CL	VS	Enter deadline here
✓ Legal requirements and documents	VS to complete. DR/KR to help	Enter deadline here
✓ Chat to Encirc ref donation of 1k	KR	Enter deadline here
✓ Folding partitions – measure up for middle one	VS, RM	Enter deadline here
✓ More shelving for café – above coffee machine	KR to buy Ikea	Enter deadline here
✓ Cupboard to hide CCTV wires	KR to buy in Ikea	Enter deadline here
✓ Get more quotes for roof	VS	Enter deadline here
✓ Decide length footage will be kept for	RM, KR, VS	Enter deadline here
✓ Check with PCSO ref CCTV.	ML to check	Enter deadline here
✓ Website update as above	NG	Enter deadline here
✓ Update pics on website	RM	Enter deadline here

***NEXT MEETING – 22<sup>nd</sup> June 2021***

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