



Meeting June 2021

Tuesday 22nd June
19:00pm
Elton Community Centre

Meeting called by: Committee
Type of meeting: Monthly meeting
Note taker: KR

Attendees: VS, CL, PO, LW, NG, KF, RM, HA, TG (Teams) NL

Ratification of the mins: Propose minutes – LW.

Minutes

Agenda item: Bookings
Presenter: KF

Discussion:

First of all we welcomed Heather to all trustee members.

MCM cancelled

Usual bookings still ongoing - Games , Dora, Jimmy and Footloose

26th June – Andy Canham – Rm2 – gaming extension. 9.30am Elton war games.

20th July – School leaver party 2-4pm Hall and bar area only. Food package agreed

Christening 17th July. 11am -7pm. No quote as of yet. 30 ppl. Hall and bar. Min spend on bar. Gazebo ? KF to confirm booking and numbers.

Room 1 – nothing for rest of June. July CWAC 6th July. WI not replied to KF, keep place holder until they are ready unless another.

Edenfield – 8th, 9th July. CWAC 10th July. Mindfulness 13th July, Edenfield 14,15th 16th July – KF to check dates

28th July – Hallmark.

3rd July – Grading Jimmy.

Claire PTA – Staff get together for caretaker leaver. 1.30pm. Pre -order and table service. Set up café

25th 26th September – Possible Dance weekend. They want the whole centre. We are proposing, main entrance, Rm 1. Kitchen ran by our volunteers. Heather to get quotes of what other venues charge. Then go back with realistic cost.

Karen to show Heather – she will be doing bookings during the day. Booking phone to VM and email address OOH.

Conclusions:

Enter conclusions here.

Action items	Person responsible	Deadline
✓ KF to show HA bookings	KF	ASAP
✓ Finalise costing for dance weekend	Committee	ASAP

Agenda item: Finance

Presenter: VS

Discussion:

Cash in hand – 900. CL to go to the bank. What change do we need? How much to leave in? £200 in float

Cash in account – xxx see spreadsheet. Once protos goes back in. 27k back in account. Do a breakdown of grants for us to see. Potential purchases coming up - Changing tables, one for each toilet. Card machine. Global accounts card reader.

Conclusions:

Enter conclusions here.

Action items

Person responsible

Deadline

✓ Risk assessment to be done for bar

VS

ASAP

✓ Set up email addresses on PC for Heather

KR

ASAP

Agenda item: Other Committee business

Presenter: TG

Discussion:

Same regulations for COVID. Behave responsibility – wearing our masks around others. Check all volunteers are adhering to this. Mindful ourselves. Bar staff – more than one behind the bar, wear a mask, also when serving. Check whatever hospitality are doing at the moment. Haven't been doing table service? Should we? Risk assessment to be done. VS

Creating Leaflet – go out for the anyone who is not on social media. Banner around the village

Food bank – PO

140 donated, In memory of a dear friend – Ilene Paige, lived in Elton 84 year in house. New door put on. Back area all done up. Food bank being used. Ice cream fridge. Sun cream donated from tesco. Made £26 from shop out the front. Catherine visited. Scheme at moment. We can offer them something of the menu, get the money back of Cheshire and chester west. Duplicate book. Lots of donations in. Craft stall set up. Aprons getting embroidered. Need caps for kitchen.

Youth/Toddler - TG

Toddler – Mon and Weds. Both days are busy. 20-25 kids youth club. Lots of baking. Still need more volunteers.

Childrens activities – secured funding. Lots of people to organise events. Run an event. In the morning 10-1pm. Outdoor events on the field. Organise games like rounders. Activities to do at home. Colouring competition. 4 hours a day for 4 days a week. Aim to have a full events for summer holidays. Crispy buns to take away. Jimmy, Dora and Kerry. Trial class. Outdoor activities. Asked for specific amounts towards specific things. TG to let us know the amount. Football library to borrow to take home. Speak with Heather to discuss rules. Not offered to youth hub.

Cookery at youth club. Ask the Church – might want to do one day activity. NG to send to TG

Events – TG the summer. Open day event date – 4th 5th September. Everyone needs to get thinking, hold events committee. Get some ideas.

Café update – Heather has now started. Toddlers back on Mon and Weds. We can now open on Tues. Pensioners day. Thurs and Friday – nothing specific. Email them again to see if they want the Thurs. Craft mornings – weekly. Sat morning. Demo on candle making, knitting. Make and Take. Café supporting year 6 finishing, school, corporate.

Bins arrived – everything can go in there. Gets sorted back at recycling centre.

Get bottle bank – smaller than what we have. We have notified the coucil. Biffa empties on Weds.

Emergency door fixed – non standard door. All functioning. Seals on door. Plumber working on toilet. Had to shut off mains water. New stop tap on - £150.

Roof – we will get Alan to check roof this summer.

Mirror needs to be bought – Check what material it needs to be for disabled toilet.

Potential interested party for Maintenance man.

Windows – 4 broken. Two sizes. Buys a few windows and fit them ourselves. Have a spare. Panes. Ellesmere port.

Sorting our dishwasher

Mirror – VS

CCTV – all cameras up. Do we want additional cameras? One for the playground. One out back. System can take up to 8. Haven't one in the main hall. One behind the bar. 3 for us. Half covered by parish council.

Data protection has been passed to parish council. Policy in place.

Leaflet – discussed Whats on!

Conclusions:

Enter conclusions here.

Action items	Person responsible	Deadline
✓ Get prices for windows	VS	Next meeting
✓ Speak to Sue ref card machines	KR	Next meeting
✓ Set up email addresses for Heather	KR	ASAP
✓ Purchase mirror for disabled toilet	VS	ASAP

Next Meeting – 20th July 2021
