



# Meeting Aug 2021

Tuesday 17<sup>th</sup> August  
19:00pm  
Elton Community Centre

**Meeting called by:** Committee      **Type of meeting:** Monthly meeting

**Note taker:** KR

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

**Ratification of the mins:** Propose minutes – PO Seconded

## Minutes

**Agenda item:** Bookings      **Presenter:** KF

### Discussion:

Query – Double booking 25<sup>th</sup> and 26<sup>th</sup> Sept (Dance Festival) – 26<sup>th</sup> – Christening (12 – 5pm) Main hall and bar. No numbers confirmed. Last email no confirmation. Email 9<sup>th</sup> July saying they confirmed. Until payed deposit not confirmed. Get back to us. We still have the christening deposit.

Nigel would like to raise issue about the booking procedure. – If case of fire, are people being shown around and given the advice?

Policy is this happens in future, neither are confirmed until booking deposit

Next event – 11<sup>th</sup> Sept. 21<sup>st</sup> birthday party. Deposit has been paid. Need to hire bar staff. Few enquiries. Job went on Elton village chat. Maybe post to Indeed – Speak with Judith. Need a list. 3 interested.

Karen to do an induction with any new potential bar staff.

Bar – an idea for any special alcohol requests – make the hirers buy the total. All there's when they arrive. Ice bucket on tables – small margin on it. Issue with this would be guest bringing their own and putting in bucket.

28<sup>th</sup> Aug – Daytime 9 -6pm. No bar. They will use café. Pre-order cans if they want and put in kitchen fridges– Paid deposit – Christine Liasing.

7<sup>th</sup> Sept – just need someone to open and close.

2<sup>nd</sup> Oct – Secured

23<sup>rd</sup> Oct – confirmed – Richard showed them around. They want it from 14:00.

We need a subcommittee for bar staff.

On booking forms – numbers required in advance for bar. Nothing about estimate numbers – we need this adding to booking form.

Christine gets deposit – notifies Karen and then Karen gives details to Richard to put on website.

**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:**

Check sheet – cash in hand 1138.69  
 Bank – 30484.20  
 Less grant food bank – 20333.25, plus accruals – 23962.85  
 Less bills – 23788.10  
 Grants – see sheet.

Every month end income and expenditure. Christine to start adding this to our docs.

**Conclusions:**

Enter conclusions here.

Action items	Person responsible	Deadline
✓ Risk assessment to be done for bar	VS	ASAP

**Agenda item:** Other Committee business **Presenter:** TG

**Discussion:**

Doors between main hall and bar – someone needs to come back as they are faulty.  
 Cleaner – Toilet rolls – Heather to have a word with the cleaner.

**Food bank – PO**

Donated £20 and bought google home. Ice cream fridge purchased and working. Uniform swap shop up and running.  
 Church from Frodsham – going to start spreading the word. Money in food bank for free hair cut, up at local hairdressers.  
 Two parasols donated. 2 more volunteers recruited. Had a donation of £140 from hammer and tongs. Will be kept for the pensioners day. Possible CAB meeting for the pensioners – will offer a spot of lunch.

**Youth/Toddler – TG**

Toddler group very busy. Holiday season  
 Youth club closed – people on holiday. Opening in Sept – need to get more volunteers.  
 Summer activities Didn't get money till late, timing was difficult. Adverts went up. Not as busy as hoped. First event was PCSO was great. Arts and craft. Football. Heather got ice creams – sold them. People came to café.

Skateboard and scooters didn't work. It's the age. Parents at work. Cancelled a few events. Cancelled 2<sup>nd</sup> wheels extreme. Older children – youth hub. Dance event was successful. Very rushed. Seedings – a lot of people came.

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

**Café update** –

Very good day today at café. Might need more help on Sat. Starting to see more people. Create more takings. Lots of positive feedback and lots of returning customers. Baked good needs to go in freezer. Ordered new notepads. Ones with lines on.

Heather has gone out to bookers to buy bulk.

Carpet tiles complete – traps under the sink to go. RM cleaning to get toilets back and running.

New biffa bins – due to be emptied tomorrow. Haven't emptied past few times – due to no key and can't get in.

Website – Nothing to report. Add children's events. New poster

Cold drinks for the café need to be purchased.

Get a new type of coffee.

Quiz night and curry night. Keeps asking what's happening. Quiz master keeps asking. Event nights. Comedy night.

We need to check cleaner.

Stock list has been done on the bar. List needs to be checked weekly.

**Conclusions:**

Enter conclusions here.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Get prices for windows	VS	Next meeting
✓ Speak to Sue ref card machines	KR	Next meeting
✓ Purchase mirror for disabled toilet	VS	ASAP

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***Next Meeting – 21<sup>st</sup> Sept 2021***

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