



Meeting Oct 2021

Meeting called by:

Committee

Attendees:

VS, KR, PO, NG, KF, RM, TG, (Team

Ratification of the mins:

Propose minutes – LW Seconded

Minutes

Agenda item: Bookings

Presenter: KF

Discussion:

Oct – regulars

Needs an events committee meeting for Christmas – 9th November PO to get £500 worth of selection boxes. PO will buy them tomorrow.

Christmas market was brought up as an idea, needs to be done at community centre. Let villagers come up to discuss to organise. Maybe get LW to look at this.

LW to maybe run workshops one evening a week. Timetable together. Crafts that cover the cost of materials. Sat mornings. Advertise. RM to help create a poster and post on facebook.

Conclusions:

Enter conclusions here.

Action items

Create Poster for Crafts

Person responsible

RM/LW

Deadl

Agenda item:

Finance

Presen

Financial Report - 12.10.21

Cash in hand	£ 1,004.77		
Cash in bank	£ 32,223.08		
	£33,227.85		
Minus Grant/Food bank	£ 10,311.17	Accruals	£ 3,515.50
Total	£22,916.68	Total	£26,432.18

Conclusions:

Enter conclusions here.

Action items

- Order food mixer
- ✓ Order card machine

Person responsible

- Finance committee
- Finance committee - RM

Deadl

Agenda item:

Other Committee business

Presen

Discussion:

Vic to seen solicitor ref CIO, still to update.

Things to vote on: Card machines – Needs chair person and treasurer to set up, also shall we choose Transaction limit.

RM to help set it up. Vote on this with committee. Min charge – no. Cap it. 1.6% commission fee. 14.95 per unit. Think we should have 2 handsets. One kept for refunds and only performed by VS/

Don't take payments over the phone or email. In person with card. By bacs on with Deposit. If credit card, attend the centre.

RM to order – NG proposed, Everyone else in favor.

Other purchases – use up the grants.

- ✓ Shelves ordered.
- ✓ Chaffers – ordered.
- ✓ Need to order food mixer.

Had discussion about another employee. Functions, getting busy. VS propose the people end up doing the shifts behind the bar or in absence of Heather, they get paid on 0 contract.

Anyone who wants to sign up zero hours. KF, PO, LW, NG, CL

Food bank – PO

Did 3 parcels last week. Bit busier. Change to food shop. Visited one in Northwich. They charge £4, go away with so much food. Fresh food, Have to join fair share. Money you generate you can buy more food in. Get together with Catherine and chat. Enough money in funds to buy units. Simple shop. Open in café hours. Food bank, no voucher or code. £129 in tin that's from donations outside. Decant tea bags and washing powder. No joining fee. Ask for your name and address. Keep an eye on people – welfare check.

Youth/Toddler – TG

Can toddler be taken away from her? Can it move to café? As long as it doesn't formalised don't need DBS checks. Given money for decorations for Halloween party.

Weds session seems to be popular as volunteer mums are pushing.

Decided to close Thurs youth club due to lack of volunteers. The children couldn't be contained. Only operating on a Monday. These go really well. 4 Adults available – works a lot better. Kids are more responsive.

Having a Halloween do on 1st Nov. Speak to Bev about HAF money. Okay with using it for youth hub, slow cooker cooking, teaching them about. Decided not to apply for funds. Not enough volunteers to work. Discussed an organisation to run it for us. Give back 1500 from summer back to them. Get it going another time.

Find activities for Thursdays. TG sent out via facebook, no interest. Advertising! Ask Hannah how we can use Instagram.

Events –

- 20th Nov – Volunteer celebrations
- Car boot 24th October – café money being spend on food and drink
- Toy recycling and buy sale – 28th November. Charge on tables £5. Timing : 9-12 noon.

Café update – PO

Finance is declining, quality of food needs to go back to where it was. We are losing our core message – Quality needs to improve. VS to spend time investigating.

Tues club needs to be advertised. Applied for funding.

Shelving purchase.

Ordered a till – RM for café.

EHO Visit – we scored a fantastic 5*

Freezers need emptying.

Hand wash tap has now been fitted - any immediate actions have now been complete or are in action.

Café funding – buffets

Café menu – must come from same place. Traceable. Buffets need to be standardised and traceable.

Menus created

Maintenance Update - PH

All jobs raised in book completed.

No window keys in room 1.

PH been on roof. Not too bad since it was patched. Not concerned about at the moment, this winter.

Toilet door in ladies need fixing. Window glass, few panes gone.

Outside lights.

Dishwasher

Bar shutter

Electrician for the freezer

Website Updates and IT

No paper – can we purchase a few reems.

Printer – Epson ecotank – KR to buy.

Conclusions:

Enter conclusions here.

Action items	Person responsible	Deadline
Replace broken window panes	PH	Ongoing
Order Mirror for disabled toilet	KR	ASAP

Next Meeting – 16th November 2021