



## **CIO March 2021**

### **Minutes of the Meeting held on 23<sup>rd</sup> March**

#### **Present**

**Vicki Serna  
Christine Leith  
Karen Finlow**

**Nigel Goodliffe  
Nicky Lunny  
Pauline O'Reilly**

**Richard Marks  
Toni Guirado  
Katie Ryan**

**Apologies:** Lynne Williams

#### **Ratification of minutes from the AGM**

Proposed by CL and seconded by PO all agreed a true record of the meeting. Minutes signed off.

#### **Sub Committees**

- It was agreed that:
- NL would head Events, PO Food bank, CL Finance, TG Youth and TG Children's Activities. All in agreement.
- Each sub committee will record minutes of meetings in their own book, which will be kept in the stationery cupboard of Room 1. All in agreement.
- Anything involving finance e.g. grants and changes to buildings must be reported to the Full committee at the next meeting for ratification. All financials to go through CL All in agreement.
- Finance committee has already met. VS advised all welcome to pop along, people involved in finance actions were at the meeting CL, RM, KF, KR, VS, Judith Holme (advisor).
- Maintenance and the café are the direct responsibility of ECC full committee.

#### **Finance**

- CL gave a summary of the Treasurer's report.

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- There is more money than first realised: £313.96 cash in hand and £35,985.18 in the bank, of which £12,472.01 is grant money.
- Treasurer currently keeps £200 cash in hand. VS suggested that CL might need to keep more cash, in case any of the sub committees required more. Of the £313.96, £100 is kept aside for the bar float.
- Floats kept: Youth Hub £100, Café £50, Foodbank £100.
- Finance Docs attached to email and in file.

#### **Points raised from first Finance Sub Committee meeting by VS**

- CL is treasurer
- RM is helping with ledgers and bookings, developing debt procedures and looking at necessary contracts for services like gas, electric and bins.
- RM and KF are looking at developing spreadsheets.
- KR is in charge of funding applications.
- CL and Judith Holm looking at forecasting and funding.
- Judith Holm has taken the accounts away to review them.
- It was put to the CIO committee and agreed that the first point of call for small jobs would go to Steve – Electrician, Brad – Plumber and Ian – small buildings works. Large projects will require quotes and grants.
- Toilets need grant, quotes not in yet.
- Roof needs looking at in terms of specialist advice and grant application.
- Protos grant has been applied for.
- From 1<sup>st</sup> April we can apply for a restart grant.
- The Finance Committee have agreed that, given sufficient funds, up to £50 can be spent by a trustee; 3 trustees must ratify up to £200 and larger items over £200 must be put to the CIO committee unless deemed an emergency and then the 3 trustee rule will apply.

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- KR volunteered to look at and ratify all the policy documents that are kept in the stationery cupboard. Diana has produced and updated some and they are now on the website.
- It was agreed that Ian Langton should continue checking and patching the roof every six months. This was last done around Nov 2020.
- It was proposed by CL and agreed that all local hirers could extend the half price room hire for a further six months.
- Nichola Stubbs has booked the café for Sat 3<sup>rd</sup> July. It is a charity event for the Countess. She will sell cakes and ECC will sell tea and coffee. There will be no charge for room hire. KF proposed, All agreed. **ACTION KF**
- KF would like to hand over the bookings in a month's time, we need to find a suitable person. – **ACTION ALL**
- Bar prices need looking at. As a charity, there is a limit on the profit ECC can make, but it could make some money from the bar and events.
- There is currently £4000 sat in the Events Account from the PC this has been ring fenced to protect it for the next big village Event in agreement with the PC.

## Events

- PO reported that we were waiting for Graham Heatley to agree to the Easter Dash. It would follow the Christmas route. It will probably take place on Sunday 4<sup>th</sup> April. Eggs are all sorted. NL has made post boxes for competition entries and these will be placed around the village at local shops. There will be a treasure hunt with clues left around the three villages. **Action Events and FB Team**
- Some Easter eggs are being kept for 11<sup>th</sup> April when seed planting will take place outside the Centre. KF suggested that we could sell take away tea and coffee. KR to look for takeaway cups. **Action KR**
- The first event will be for the volunteers and will be planned for a date after 21<sup>st</sup> June. We might be able to have two paid bar staff and possibly free food. **Action NL**
- RM has made a bar price spreadsheet. The mark up price needs sorting, possibly in consultation with Sean Crosswaite. To look at bar service and stock. **Action NL/RM**

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- A welcome back café event, for the residents, would be nice, maybe with a free drink? To discuss with Café staff. **Action VS** call meeting 3<sup>rd</sup> April.
- The opening of Jubilee Fields was brought up by the PC. VS proposed that we could collaborate with the Scouts to provide food and drink. **Action VS**

### Children's Activities

- It was agreed that Toddler Group should fall under TG's role as Youth Hub and Children's Activities Coordinator. The planned opening date for Toddler Group is 12<sup>th</sup> April. We won't be able to open the café but could ask the mothers for donations towards drinks. **Action VS/TG**
- Youth Hub might be able to open after 17<sup>th</sup> May. Six people have shown an interest in becoming a Youth Hub Volunteer. TG has asked them to fill in an application form, if they are still interested. **Action TG**
- TG said that she wanted to run Youth Hub as a separate committee, as she felt that once volunteers and funding were sorted, it would virtually run itself. By contrast, the Homework Club, Saturday activities and Holiday activities needed a lot more development. It was agreed that VS would be part of the Children's Activities Sub Committee, to provide advice re food and grants. VS has applied for a Church Grant which will go towards Youth Hub equipment. The HAF grant opens in May. **Action VS/TG**

### Foodbank

- Easter Eggs will be going out in the parcels. PO was hoping to provide food for a complete dinner, including stuffing and chicken. She had asked the Church for a list of OAP who might be feeling particularly low. Jenny was going to take cakes around to them.
- In an attempt to reduce waste, it is hoped we will be able to offer cooking classes and use food up. We have been given 20 slow cookers. **Action PO**

### Maintenance

- Kitchen nearly complete waiting on final fixes.

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- CCTV cameras have been fitted by RM with the PC. KR is looking into a policy re data: how long we can keep it and who sees it etc. Do we legally need to put up signs?

#### **Action KR/RM**

- Sensors are being put into the men's toilets. We are also going to get a grille to go over the drain. **Action VS**
- Folding partitions are fitted and look like they will work very well.
- Need a Maintenance Trustee, someone who can not only do maintenance jobs, but is also organised with paperwork and can organise tradesmen. **Action ALL**
- We have the option of using local community service individuals/teams. PO VS to meet with liaison Thursday.

#### **Website and CCTV**

- NG suggested that he input the bookings onto the calendar. It had already been discussed, at the finance meeting, that the bookings should be input directly, which would mean that KF would need login access to the website. It was decided that NG would input all the regular bookings, but that long term, it was preferable for a procedure to be designed where bookings are live. **Action KF/RM/NG/KR**
- Booking forms need amending so that it is clear that hirers must notify us, if they are not able to attend in a particular week. VS to dig out the existing models. **Action VS**
- The website tabs need tidying up. Suggestions made by NG for streamlining. KR will send NG a template to help visualize any changes. **Action KR/NG**
- Andy Canham said the school needs to know about the CCTV, out of courtesy. When policy is adopted KR will contact Kevin Manning to check. **Action KR**

#### **Bar**

- NL to look at re-stocking of the bar, pricing and draughts. **Action NL/RM**

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- VS reported that the small room at the end of the bar needs shelving. See if new handy person can help or if we need more work doing.

### **Café**

- KR to price up and purchase insulated, paper cups with lids. VS said we would need a few hundred. **Action KR**
- There will be a café meeting on 3<sup>rd</sup> April, at 10am, for anyone interested in being involved. The Agenda includes discussion of equipment needed, staffing and Rotas. **Action VS**
- VS has asked Graham Heatley about the possibility of a waged person to manager the day to day running of the Centre. This would be a part time job. **Action VS**
- CL and PO mentioned the Tempo Time Credits as an incentive to recruit new volunteers. Volunteer work would be awarded credits, no more than 3-5 a week. There are currently around 150 organisations involved, where you can 'spend' your credits. We can include in house options and local businesses. To think about and for further discussion.

**Date of Next Meeting: Tuesday 27<sup>th</sup> April**