

Tuesday 27th April 19:30pm Elton Community Centre

Meeting called by: VS Type of meeting: CIO Meeting

Note taker: KR

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

Apologies: NL

Ratification of Minutes from last meeting:

Proposed by VS. Seconded by RM and NG. Minutes signed off.

Minutes

Agenda item: Bookings Presenter: KF

Discussion:

• Kerry from footloose needs price agreed and needs to go in room 2 when she has smaller groups.

11th May - CWAC - PO obtained.

- 12th May, 24/25th June Chris Ed (First aid training)
- 18th May Mindfulness
- 10th June CWAC
- 28th July Hallmark (No charge)

Action items		Person responsible	Deadline
✓	Discussion needs to be had with Kerry ref pricing and key provided for her. Must sign for it.	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

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 (25th May 2021).

		Financials			
Cash in hand Cash in bank	£ 310.39 £ 32,118.63	Outstanding Debts	£	303.50	(CWAC /Parish council)
Gaon in Bank	£ 32,429.02	Outstanding bills	£	129.69	(SS electrics/Utility warehouse)
Grants/Food bank	£ 11,267.86				
Total left in Acct	£ 21,161.16		£ 2	1,334.97	

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

Agenda item: Foodbank Presenter: PO

Discussion:

- Helped lots of families out at easter. PO to have a meeting with Essential direct Fri 12th 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 17th 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

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
	TC VC	Futor doodling hore
	TG, VS	Enter deadline here

Agenda item: Events Presenter: NL, PO, VS

Discussion:

Change date of volunteer night as clashes with another big event. 26th 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

Agenda item: Café Presenter: VS

Discussion:

- From 17th 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

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.
- 17th 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.

Action items		Person responsible	Deadline
✓	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 – AGM – 25th MAY 2021