

Financials

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

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
	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
