

Meeting Minutes Agenda items

1. **Apologies:** Toni Guidaro, Pete Horn, Richard Marks
Attendees: Judith Holmes, Pauline Oreilly, Nigel Goodliffe ,Vicki Serna, Christine Leith, Katie Ryan, Sue Owens and Lynne Williams.
2. **Ratification of the last minutes (VS)**
3. **Committee business (VS)**
 CIO – nothing changed. Solicitor has had contact with the Charity. Still to progress.
4. **Reports from Sub Committees**
 - a) **Finance (CL)** - Issue with CWAC POs. Christine to phone CWAC. An email already been sent asking if she same PO can be used. Still no reply. Nov invoice still outstanding for Maureen. Email needs to be sent. Footloose now sticking to payment plans. The card machine has been looked in to. The one the banks provide is unrealistic. Sum up has been chosen. We need the standalone version. Small issue, one person would have to apply for the sumup, it then transfers funds. We need to decide on one person that signs up to it, and two other committee members has access, to check. 3 committee members required. WH smiths – 30th March. Nominate 3 people. We simply won't do refunds, too complicated. If anyone wants a refund it will be cash back. KR apply for SUM UP machine. Training session for the café till. One pager need to be created to stick on the wall.

Financial Report - 15.03.22

Cash in hand	£ 3,604.30		
Cash in bank	£55,294.22		
	£ 58,898.52		
Minus Grant/Food bank	£ 23,516.06	Accruals	£ 1,087.00
Total	£ 35,382.46	Total	£ 36,469.46

- b) **Bookings** – Request for drop in covid jab clinic. We don't charge. Done on café opening. Stay till 4pm. Use bar area. Group 4 boosters. Bonkers bingo night has been moved to May. Gary looking into Comedy club.
- c) **Food Bank (PO)** Update and **plans**. Nothing much has happened since last time. CF money to buy units and space. Got CAB reg forms. Completed our first referral. Referral forms in the drawers. Put them on the phone. If we can't fill out the form for them. Nic will then send off. They will make contact with the person. Forms will be locked away. We've been donated some more Files and envelopes, some easter packs. These can do in the shop area. Menopause café was a real success. People want more info not just to chat. Next month they will look into putting on some guest speakers.
- d) **Youth & Toddler (TG)** Update and **plans** – Message was sent to Becs, to forward to all mums. More helpers needed, no storage for toys. Some toys will need to go. Small charge will need to be made as no café revenue being made and this in effect would cover the cost of the hall. £1 per child. They have Fund raising opportunities to generate funds. Food bank provides free food to tots. Youth Hub still closed. Gary Miller trying to organise a disco for the kids.
- e) **Events (NL)** Future **plans** – Our bingo has been cancelled 1st April as there are 2 other bingos that week. 28th April, Marian would like help with her bingo for the hospice. Need volunteers. Car boot sale was mother days. Change to middle of the month – April 10th. Sunday 15th May, avoiding all the bank holidays. Sub committee events team dissolved. Runs under charity number. This was done officially. Was decided we would buy our own Bunny outfit.
Jubilee plans – Thurs 2nd June tea dance at church hall, can we combine and have an open day for the centre.
Fri 3rd – Street party – picnic on field – with scouts. Look at putting more entertainment on, maybe a dog show, face paints, bouncy castles etc. Special Jubilee bingo that evening.
Sat 4th – Ince have booked fate – we will go down and help support this.
5. **Café update (VS) and plans** – Had someone out from beer trading – to talk through their system seems to be good value. They have been out to look at our current system, we seem to have lots of waste. They concluded its not suitable. Not designed for a larger party. Suggested we use

smart dispense. Can have up to 4 diff kegs at any time, 2 high end and more budget one, put cider on in the summer. Don't have to run all 4. Can choose 4 different beers. £400 kick back from brewery. Don't pay for installing. £27.50 per month for them to look after. Kick back should last couple of years, at this point we know what best seller is. We can order the rest of stock for the bar also. Trying to set up an account for us. First order of beer – cash on delivery. Nic can ring up on a Monday, they will send a Proforma invoice, as long as that's paid before Fri, will be delivered on the Friday. No contract. Thursday the engineer that looks after the machine is popping in for a visit. Will find out how soon we could get a new system installed. Asking the committee if they think we need another member of bar staff? All in agreement.

6. Maintenance (RM/VS/PH)

- a) CF coming up Friday – they have odd job list. Will do another visit to us. Offered us 2 bike racks. 2 x 5 person bike racks. Installed free of charge. Offered to Litter pick the church hall car park.
- b) Ian going to start on storage area next Tuesday.
- c) Biffa – promised to send email. We can apply for extra bin – just for recycling - Bottles and cans. £24.95 extra on top of what we have already. Seems pricey. Try and negotiate with them.
- d) Collected £300 to go off to Ukraine crisis appeal.

7. Website and IT (RM/NG) – No issues.

8. Employees Business - Nic is managing so well, amazing feedback. Already completed her level 3 health and hygiene.

9. AOB

Next meeting – 26th April 22.

Contact: Bookings@eltoncommunitycentre.co.uk / 07846 378209



🏠 **Location:** Elton Community Centre
📅 **Date:** 15th March 22
🕒 **Time:** 7pm

10. [Agenda item]

11. [Agenda item]

Action Items	Owner(s)	Deadline	Status
Contact Biffa ref extra Bin. Price Quoting too high	Pauline O'Reilly	[Date]	In progress
Order sum up card machine	Katie Ryan	[Date]	In progress
Email outstanding Invoices	Christine Leith	[Date]	In progress
Training session on café till	KR,RM	[Date]	Plan a suitable date for all
[Action item]	[Name(s)]	[Date]	[Status, such as In Progress or Complete]