



# Meeting Nov 2021

Tuesday 16th November  
19:00pm  
Elton Community Centre

**Meeting called by:** Committee

**Type of meeting:** Monthly meeting

**Note taker:** KR

**Attendees:** VS, KR, LW, PO, NG, SO, RM, JH, KF (Teams), Apologies NL, PH, CL, TG

**Ratification of the mins:** Propose minutes VS – Seconded KR

## Minutes

**Agenda item:** Bookings

**Presenter:** KF

### Discussion:

Booking form being sent – Vic to physically hand over. Christine to raise an invoice.

Discussed all future bookings.

18<sup>th</sup> 19<sup>th</sup> Dec – Kids party – possible bookings.

Bingo – 6<sup>th</sup> Dec.

21<sup>st</sup> Nov – Kerry to do tap dancing session. World record attempt. Centre will be promoted.

Buzzer – disabled toilet in bar

Surcharge £50 – Buffets designed. Less than 40 not enough to pay wages. Karen to put surcharge on.

### Conclusions:

Enter conclusions here.

### Action items

### Person responsible

### Deadline

✓

✓

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**Agenda item:** Finance

**Presenter:** CL

Financial Report - 14.11.21			
Cash in hand	£ 1,520.99		
Cash in bank	£42,157.24		
	<b>£43,678.23</b>		
Minus Grant/Food bank	£18,051.15	Accruals	£ 505.00
Total	<b>£25,627.08</b>	Total	<b>£26,132.08</b>

Running at a loss, need to generate more income from Café and bar. Rate charges to increase.  
Grants for making it more environmentally friendly. New roof, water from roof toilet.

**Conclusions:**

Enter conclusions here.

Action items	Person responsible	Deadline
✓		
✓ Order card machine	Finance committee - RM	

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**Agenda item:** Other Committee business

**Presenter:** TG

**Discussion:**

CIO - Still trying to claim the name back for us, next month to sort. New name will move forward if we still can't get any response. Revert back to our old name. Elton Youth and community Centre.

Employment issues – Cleaning not to standard. Contacted the contractor. Volunteer had to clean the toilets! Do we need a cleaner? Got a refund. Have a look at other cleaners. Draw up a spec for the clean. CL and PO to check list. KR. In agreement. NG propose LW second, all in agreement.

We are looking for more bar staff. Karen and Sian. Bar staff. Don't always need adult addition. Izzy in the café, look for some sensible teens – 14 to 16yr. Adhoc team. Op for reference for them. 5 p/hr. Trial run at volunteers night. Cash, as long as cash is noted somewhere. Propose VS, LW seconded. All in agreement.

Need a finance meeting – reset the prices. Book for week before next committee meeting.

Card machine – update from Barclays. Richard has forms – all trustees details needed.

Till been on order since Oct. Sharples.

Events – 28<sup>th</sup> Nov – all organised.

Sat 20<sup>th</sup> Nov – Volunteers night.

Café – Mon, Thurs and Fri – not generating much investment – develop these days. In the day. Run more events

Car boot sale and two buffets booked next week.

Shelving to go up in kitchen. On PH list.

Toilet locks – windows, door handle, disabled mirror. Dishwasher – engineer out. How to, laminating

Crafts ladies – require some money, also on Sat morning. Timetable to be created. RM to make LW an admin on facebook – to promote.

Funding – glue guns, extension leads, scissors – Float from well being funding. Material costs covered. Supply pot. £300 initial start up fund. Propose LW, Second KR, All in agreement.

List at dinner – publicity. – NG

News letter – monthly – church. Newsletter – Feb every household, Elton ince and TLM. Request for help from community centre. Will be dropped in here. Pass to NG.

Think about what we want to advertise in newsletter.

Xmas Decs – get them out and up. Outdoor lights – need to purchase. £80 under £100. NG proposing, VS second.

Tues – 14<sup>th</sup> Dec in bar area. 7-8pm invite the volunteers.

**Food bank – PO**

**Youth/Toddler – TG – No update**

**Events –**

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

**Café update – PO**

£10 for snow machine (Events). Industrial stapler needed. – out of events money. Laminating pouches and laminator for community events. Propose LW, Second – KR. All in agreement.

Catherine – bring extra food. Christmas foods. She will top up pantry.

Christmas light switch on:

Spar set up stall. Food drinks. Scouts. WI, Little molly's. Santa. Selection box for choir. Advertise the route.

Big red gazebo for Santa. Set up at 3pm.

School are joining in. Colour comp. Choir. 3.30pm start 28<sup>th</sup> November.

**Maintenance Update - PH**

**Website Updates and IT**

Printer – Epson ecotank – KR to buy.

**Conclusions:**

Enter conclusions here.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Replace broken window panes	PH	Ongoing
✓ Order Mirror for disabled toilet	KR	ASAP
✓ Create a full cleaning duty list	KR,CL,PO	ASAP
✓ Buy laminator and pouches		

***Next Meeting – 14th December 2021***

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