

Gringley on the Hill

COMMUNITY CENTRE MANAGEMENT COMMITTEE MINUTES

21st October 2019

19:30 – 21:10hrs

Agenda Item		Action and date
Present	Ann-Marie Morley ((AM -Chair) John Taylor (JT) Wendy Wright (WW) Chris Elliott (CE- Minute taker) Simon Parker (SP - Treasurer) Annie Hargrave (AH)	Noted
Apologies	Mick Bullen (MB) Roy Kilner (RK - Secretary) Peter Young (PY) Simon McGuinness (SM) resigned	Noted
Minutes of previous meeting	Minutes of the previous meeting held on 16/09/19 published in draft	Noted
Matters Arising	There were no matters arising as per above minutes.	Minutes approved and signed
Correspondence	A request has been received to use the Hargreaves room for a 6 week period for a Photography course and a point of concern had been raised due to Toddler group using the main hall at the same time.	No issues with the Photography group and the nature of their subjects or photographs being taken of minors. SP to talk to Toddler group leader.
Finance	Expenditure/Income. Audited annual accounts distributed and explanation given by SP Minor clarity questions answered	Accounts signed by AM
	Accounts Current account balance as of 21/10 stands at £3900	No action

	Virgin Deposit account balance as of is £80118	
	Halogen lights It had been noted that there were two halogen lights in the office of unknown origin	AM to contact David Foreman as to ownership of these and their removal – no action had been taken from previous meeting AM to action.
	Fire Equipment Inspection has now been carried out. Certificate to be given to MB	SP to action
	Signage Toilet signs are required to direct people not to dispose of certain waste products, via the toilet system	AM to draft sign and present to SP for production. Not complete
Maintenance	WiFi The Wi-Fi in the centre appears to be working correctly, however the internet connection is having issues with non-connection. The committee discussed putting a fixed telephone line into the building	SM to talk with current provider about their supply of service. NO action taken. CE to look at the costs
Purchases/Work on premise's	Screen for Main Hall Two quotes had now been received for the work and the cheaper option was the one that was to be taken forward with the company ShowCase for an automatic drop screen and that any other electrical connections that would be required should be taken into account, this being a double electrical supply for a projector and PC.	SP to talk to contractor about the next steps in full detailed specification of the works.
	Work on stage area	

	<p>The committee further requirements and decided to engage the company in the design and feasibility It was noted that the prospective contractor will have to be spoken to about any possible future conflict of interest.</p> <p>It was decided to put this item on hold until the new committee was in place following the AGM</p>	SP to discuss with the prospective contractor
Marketing and Publicity/website	<p>All previous minutes are now available on the website</p> <p>Gringley CC gmail account set up.</p>	Noted
AOB	<p>Review of Hiring Policy Single bullet page sheet produced by CE and discussed. All in agreement with the document.</p>	This is to be passed forward to the next committee
AGM	<p>Wed 23 Oct 2019</p> <p>It was noted that there had been three applicants who have completed forms for nomination.</p> <p>The Treasurer announced that he was standing down from the committee and asked that nobody announce this prior to the meeting.</p>	Meeting to be held in the main hall.
Date of next meeting	18 November 2019 @19:30	Date to be verified by the incoming committee

Signed as a correct record of the meeting

Name

Signature

Date