

**GRINGLEY ON THE HILL**  
**COMMUNITY CENTRE MANAGEMENT COMMITTEE MINUTES**  
**Charity Registration 514154**  
**17th February 2020**

Agenda Item		Action
<b>Present</b>	Chris Elliott (CE) Wendy Wright (WW) Paul Groves (PG) Mike Keeble (MK)- Part meeting inc Finance Michelle Davies (MD) Tory Eadington (TE)-Advisor/volunteer Michael Bullen	
<b>Apologies</b>	None PG apologies for the next meeting.	
<b>Minutes of Previous Meeting</b>	Proposer PG. Secunder MD. Minutes of 20-01-20 were agreed as a true record and duly signed.	CE
<b>Matters Arising from the Meeting</b>	See minutes below under relevant sections	
<b>Finance</b>	<u>Income &amp; Expenditure for the previous Month.</u> Income            £571 Expenditure   £515 Surplus of       £56  <u>Total Income &amp; Expenditure to the end of last month</u> Income            £4434 Expenditure     £4345 Surplus            £89  Barclays bank balance £3743 Virgin Account Balance – Unavailable Cash in Hand     £147	MK
	The Barclays account is now managed and controlled by the management Committee.	Note

	Require to determine If and how to make payments by internet banking, and number of persons required to authorise payment electronically	Treasurer
	Electricity bill of £308.70 for Dec seems high, so tariff to be reviewed.	Treasurer
<b>SHEQ</b>	Quotes for storage container which is to be used for surplus chairs and tables and to be located by refuse area. To take up 1 parking spot	PG
	Post box awaiting amended chute.	PG
	Generic Risk Assessment to be compiled for the cleaner's duties	PG
	Cleaning Materials Supply requires to be regulated and restricted to a number of brand products to enable COSHH Assessments to be issued.	PG
	Milton Cleaning fluid, matches and food found in the same cupboard. PG to contact relevant user group explaining the H&S issues.	PG
	Small Grit Bin to be provide to the front of the building to assist accessibility.	PG
<b>Bookings</b>	MD reviewed the forthcoming bookings- Provisional charity booking October – requires Premises licence or TEN (Temporary Event Notice) Recent increase in Party bookings at weekends Junior Netball commences on the 25 <sup>th</sup> February Police and Crime commissioner Elections- requires assistance of a regular booking to enable to accommodate. Ballroom may re-book after March	MD
	New Premises & Drinks licence to be applied for in readiness for future community and charity events.	PG/MB
	The current webhosting package does not seem to be able to incorporate an interactive calendar for committee members and users.	CE

	It is proposed to request help from persons with specific IT skills to offer advice on a future cost effective system that can integrate Online booking, online payments, automatic invoicing, automatic door access etc. The software will be required to be future proofed to incorporate the above systems and procedures in a roll out program over the next few years.	
<b>Handover from previous Committee</b>	There are a number of outstanding issues requiring to be resolved such as The Virgin Account Transfer, Community Facebook Page transfer, charity 1172968 using charity 514154 contact details and community centre address.	CE
<b>Marketing &amp; Publicity &amp; Website</b>	TE requested information from the committee as noted in the marketing document issued previously including Capacity of carpark, size of rooms, facilities available, photos of facilities in use etc. It was suggested to request photos from users and from the open Gardens & classic cars event.	All
	April/May - Spring Craft Fair/Market to be arranged. CE to ask for volunteers to assist. We to supply venue, advertise and charge per table	CE All
	June, July or September - Casino Royale Evening to be arranged. TE to request details and availability of casino supply company.	TE All
	Open Event- To showcase what the community centre has to offer including existing users showcasing their clubs and businesses. MD to ask users availability and participation.	MD All
<b>Compliance</b>	GDPR- CE reviewing a Policy issued by ACRE and will incorporate the necessary information into our procedures and documents and brief out	CE
	Hire Policy and Charging – CE presented a document defining the different types of users to enable a more consistent charging regime. CE to	CE

	issue the user definitions and suggested charging for discussion.	
	New Premises & Drinks licence to be applied for in readiness for future community and charity events.	PG MB
<b>Correspondence</b>	Application form from BDC for Additional Discretionary Rate Relief. Completed and returned.	MB
	Request to sponsor a brick for the St Peters School extension. Agreed unanimously to support. WW to complete form and return to fund raisers	WW
<b>Hire Rates</b>	See compliance above	MK
<b>AOB</b>	MK tendered his resignation. He confirmed he would assist in handover to the new treasurer to ensure continuity. CE thanked Mike for setting up an electronic book keeping/Accounts system and for resolving the issues with respect to the transfer of the Barclays account to the new Management Committee.	Note
	Informal meeting at Blue Bell on 2-03-2020 at 19:30 hours.	All
<b>Future Agenda items</b>	Hire Charges Working Groups to be established. Premises Licence Review and Application	All All PG/MB
<b>Date of next meeting</b>	16-03-2020 at 19:30 Hours	Note

Signed as a correct record of the meeting

Name Chris Elliott

Signature *C Elliott*

Date 20<sup>th</sup> April 2020