

**GRINGLEY ON THE HILL**  
**COMMUNITY CENTRE MANAGEMENT COMMITTEE MINUTES**  
**Charity Registration 514154**  
**16<sup>th</sup> December 2019**  
**19:30 – 21:15hrs**

<b>Agenda Item</b>		<b>Action and date</b>
<b>Present</b>	Chris Elliot (CE) Michael Bullen (MB) Wendy Wright (WW) Paul Groves (PG) Mike Keeble (MK) Tori Eadington (TE)	
<b>Apologies</b>	Michelle Davies	
<b>Minutes of Previous Meeting</b>	Proposer WW. Seconder MK Voted Unanimously The minutes of 18-11-19 were agreed as a true record and duly signed. The minutes of 21-10-19 and 16-09-19 awaiting confirmation from the previous Committee chair as a true record.	CE
<b>Matters Arising from the Meeting</b>	See minutes below under relevant sections	
<b>Finance</b>	Income & Expenditure issued for November. Income       £631    YTD £2419 Expenditure  £591    YTD £3008 30-11-2019 Barclays Account Balance £3433.79 30-11-2019 Virgin Account Balance   £80118.55	MK
	Installation of letterbox at the community centre. Proposer MK Seconded WW. Passed Unanimously.	PG
	Barclays Bank Mandate (MK & CE). The banks legal team have stopped progress because the account is currently registered to a society rather than a Charity. MK to issue clarification. Further signatories will be required when new committee have control of the account.	MK
	Virgin Savings Account Mandate – No progress. MK to confirm if previous committee are still signatories and procedure to change signatories. MK has received the passbook from the previous treasurer.	MK

<b>Co-option of Trustee and Volunteers</b>	Co-option of Michelle Davies onto the Management Committee. Proposer MK, Seconded PG. Voted unanimously.	
	Tori Eadington was welcomed to the meeting and agreed to act as a volunteer for the charity to give advice on marketing and Public Relations.	
	Susie Uprichard gave her apologies and had decided not to become a trustee because of increasing commitments at another charity.	
<b>SHEQ</b>	The review of the Health and Safety Policy Ongoing The review of the Emergency Plan Ongoing	PG
	The external foyer lighting has been changed to LED and switched on permanently.	
	The redundant cleaning materials require to be disposed of, and a list of current cleaning materials are required to enable COSHH data to be prepared & issued to the cleaner. Once the COSHH data is in place the same brands and supplier should be used when replenishing.	PG
	Awaiting quotes for 5 year fixed electrical equipment testing	PG
	Future contractors will be required to issue their Insurances and Method Statements/Risk Assessments. A list of approved contractors to be produced and agreed	PG
<b>Bookings</b>	Richard Measures resigned from the management committee. His role of Bookings secretary has been temporarily allocated to MB.	
	An electronic diary has been prepared using Outlook Calendar which shows the forthcoming bookings. The calendar is issued out in advance to the regular users of the hall so they can confirm their bookings and to enable the treasurer to invoice. Calendars have been issued out for December and January.	MB
	Michelle Davies has agreed to the role of Booking Manager. MB will handover the role in the new year	MB/MD
	Stick Fingers Toddler group require new volunteers, and are unable to confirm if they will be hiring the hall in the New Year. MB to contact Rosie Hughes for an update and new contact.	MB
	Potential netball for kids in the new year. Committee to consider provision of hoop and markings.	MB

	Hire rate for elections/ballots to remain the same as last year.	MK
<b>Handover from Previous Committee</b>	Secretary- Received further hard copies of meeting minutes from 2011 to 2014. Earlier meeting minutes are archived at the community centre. CE has received a correspondence file of solicitor's letters from the previous Chair. The former Chair and Treasurer have confirmed there is no further correspondence.	CE
<b>Marketing and Publicity</b>	TE gave a briefing of ideas that could be adopted at the community centre and an indication of how to progress them. She had done similar at Carlton Village hall with great success. TE agreed to prepare and issue a proposal with regard to Marketing and Publicity early in the new year.	TE
<b>Compliance</b>	<p><b>GDPR</b></p> <p><b>Hire Policy</b> Review of Hire Policy (Full policy and One Pager) required.</p> <p><b>Mission Statement</b> To be published on the website and to new trustees and volunteers.</p> <p><b>Safe Guarding</b> MB to investigate details and costs of safeguarding courses.</p>	CE MD/PG MB MB
<b>Future Plans</b>	<p><b>Fixed telephone Line and Broadband</b> The specification and cost to be reviewed and agreed on completion of a spread sheet comparing specification and costs from different suppliers.</p> <p><b>Post box</b> Confirmed and to be installed 18-12-19.</p> <p><b>Office Space</b> WW to review and offer proposals</p>	MB PG WW
<b>Correspondence</b>	Email from holding trustees with 2019 AGM report attached. CE to review.	CE
	Barclays bank- Incorrect description of customer type on original account. Awaiting confirmation of Charity Customer.	MK
	Email Invitation from Wheatley village hall. To arrange a meeting in the future to review their facilities and operations.	MK
	All members of the committee now have non-personal community centre emails to enable data to be retained and available for handover to others.	MB
	Cloud Storage of data ongoing.	MB

<b>AOB</b>	<b>Cleaner</b> Wet floor signs provided and in use Cleaning materials replenishment ongoing and linked with COSHH Assessments Signage - Do Not dispose of sanitary, wet wipes, paper towels down the toilet.	MK/PG WW
	Utility Tariffs Review	MK
	List of approved Contractors	PG
	Movement of First aid box from Kitchen to Lobby.	PG
<b>Future Agenda Items</b>	Financial Policy Review	MK
	Ground Source Heat Pumps – Retrospective application for green payments	PG
	Premises Licence Review and Renewal	PG/MB
<b>Date of next meeting</b>	20-01-2020 at 7:30pm Apologies MB	CE

Signed as a correct record of the meeting

Name

Signature

Date