

**GRINGLEY ON THE HILL**  
**COMMUNITY CENTRE MANAGEMENT COMMITTEE MINUTES**  
**Charity Registration 514154**  
**18<sup>th</sup> November 2019**  
**19:30 – 22:00hrs**

<b>Agenda Item</b>		<b>Action and date</b>
<b>Present</b>	Chris Elliott (CE) Michael Bullen (MB) Wendy Wright (WW) Paul Groves (PG) Mike Keeble (MK) Richard Measures (RM)	
<b>Apologies</b>	Full Attendance	
<b>Minutes of Previous Meeting</b>	The minutes of 23-10-19 were agreed as a true record and duly signed. Proposer WW. Secunder MK. The minutes of 21-10-19 and 16-09-19 require confirmation from the previous Committee as a true record. CE to request confirmation from previous Chair	CE
<b>Matters Arising from the Meeting</b>	Simon McGuinness (SM) agreed to work with the committee on future matters that requires his skills	
<b>Finance</b>	Preparation of electronic management and comparative management account spreadsheets ongoing.	MK
	MK confirmed the current cash accounting system would be replaced by an Accruals Accounting system and future capital purchases over a certain value would be depreciated.	
	Barclays bank Mandate (MK & CE) ongoing. Further signatories will be required when new committee have control of the account. Account Balance £3900	MK
	Virgin Savings Account Mandate – No progress. MK to confirm if previous committee are still signatories and procedure to change signatories. Account Balance to be confirmed.	MK
<b>SHEQ</b>	The review of the Health and Safety Policy Ongoing The review of the Emergency Plan Ongoing	PG
	Smoking Cigarette butt receptacle removed from wall of the building	

	External stainless steel signage has been fitted flush to wall.	
	<p>A new entry procedure is required because of insurance requirements and the lack of a keyholder register</p> <p>The external door locks have been changed. The bottom master lock keys will remain with the committee and unlocked at the beginning of the day and locked at the end of the day. The new top lock key is now installed in an external keysafe whose combination lock will be notified to the regular users. The Keysafe combination lock will be changed on a regular basis.</p> <p>A temporary notice will be put on the door with regard to this new procedure with contact numbers in case of teething problems.</p> <p>Weekly rota to be initiated to open and close up the premises.</p>	<p>Thanks to PG</p> <p>PG</p> <p>MB</p>
	The external foyer requires permanent lighting during the hours of darkness for both safety and to assist ingress and egress of the building. The lighting to be changed to LED and switched on permanently.	RM
	A new hot water geyser has been fitted in the Kitchen to replace the previous one which was unserviceable.	Thanks to PG
<b>Bookings</b>	Ballroom Dancing classes have been postponed by the provider for several months.	
	Private Party Booking on 4-01-19	
	Potential netball for kids in the new year. Committee to consider provision of hoop and markings.	RM
	Hire rate for elections/ballots to be confirmed	RM
<b>Handover from Previous Committee</b>	Secretary- Received hard copies of meeting minutes from August 2014 to June 2019, AGM 2014 and 2015, temporary event notices (TENS). There is little correspondence available within the file. CE to request correspondence files from the previous Chair.	CE
	SHEQ - Handover completed. PG reviewing the information provided.	PG
	Bookings - Handover completed.	
	Finance – Hard copy Information received. Transfer of bank account signatories ongoing.	MK

<b>Marketing and Publicity</b>	Defer to next meeting	
<b>Compliance</b>	<p><b>GDPR</b> Headline policy to be issued to new committee. Require to enact and abide by legislation. MB contacting regular hirers to confirm which information they will allow to be used on digital media (Website) and notice boards.</p> <p><b>Hire Policy</b> Review of Hire Policy (Full policy and One Pager) required.</p> <p><b>Mission Statement</b> PG presented a Mission Statement for the Charity. This was approved unanimously. To be published on the website</p> <p><b>Safe Guarding</b> MK raised the issue of Safeguarding. Although hirers are responsible for ensuring they have their own safeguarding policies and abide by the law, we have a duty of care to users of the community centre and should understand safeguarding legislation. This is further exacerbated because we may have two separate hirers using the centre at the same time. MB to investigate details and costs of safeguarding courses.</p>	<p>MB</p> <p>MB</p> <p>RM/PG</p> <p>MB</p> <p>MB</p>
<b>Future Plans</b>	<p><b>Fixed telephone Line and Broadband</b> CE provided discussion paper attached. It was agreed unanimously to have a fixed phone line and broadband. 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> Post cannot be delivered directly to the community centre. Postal correspondence requires to be sent to the premises rather than personal addresses. It was agreed unanimously to provide a letter box in the wall with a lockable steel receiving box within the office. Final agreement required when quotes received.</p> <p><b>Office Space</b> Currently the office is used as storage for several organisations and clubs. The office is currently not available for its intended purpose. Documents are required to be stored securely WW to review and offer proposals</p>	<p>MB</p> <p>PG</p> <p>WW</p>

<b>Correspondence</b>	Email from holding trustees with 2019 AGM report attached. CE to review.	CE
	PHS Sanitary require committee contact name. MB to be contact.	MB
<b>AOB</b>	<b>Cleaner</b> Request for wet floor signs Cleaning materials replenishment Signage - Do Not dispose of sanitary, wet wipes, paper towels down the toilet.	MK  WW
	Gmail Storage. Request assistance from S McGuinness	MB
	Utility Tariffs Review	MK
<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>	16-12-2019 at 7:30pm	

Signed as a correct record of the meeting

Name

Signature

## Gringley on the Hill Community Centre Management Committee

Charity Registration 514154

<b>Agenda Item</b>	Fixed Telephone Line
<b>Date</b>	12 Nov 2019
<b>For Meeting Date</b>	18 <sup>th</sup> November
<b>Name</b>	Chair – Chris Elliott
<b>Summary</b>	<p>The Community centre does not have a fixed telephone line and hence the current Internet connection does not work correctly. This has led to a service that is advertised not being available.</p> <p>In terms of H&amp;S a fixed telephone line will ensure that there is always the ability to call Emergency Services, which at the current time falls on hirers of the hall to have an available mobile phone.</p> <p>If the Committee are to promote the centre for activities that will enhance the users experience in terms of Internet then a suitable connection should be provided.</p>
<b>Recommendation</b>	<p>Installation of a fixed telephone line from BT at the following costs:</p> <p>One off cost:            Installlation @£125            Equipment delivery at £8.50            Monthly charge of £41.99 for standard line rental plus high speed unlimited broadband including WiFi hub            Alternative service providers can be sought if the charges are deemed too high after a period of 18 months.</p>
<b>Discussion detail</b>	<p>It was passed unanimously to install a fixed telephone line and broadband internet subject to agreement of costs. A schedule of specification and costs from different suppliers is required.</p> <p>The lack of an internal phone line may be a health and Safety issue if no mobile is available or communication signals are lost.</p> <p>Broadband internet is a necessity to operate the office and as a service provision to hirers.</p>

Signed as a correct record.

Name  
Signature  
Date