

GRINGLEY ON THE HILL
COMMUNITY CENTRE MANAGEMENT COMMITTEE MINUTES
Charity Registration 514154
20th January 2020

Agenda Item		Action and date
Present	Chris Elliot (CE) Wendy Wright (WW) Paul Groves (PG) Mike Keeble (MK) Michelle Davies (MD)	
Apologies	Mick Bullen	
Minutes of Previous Meeting	Proposer PG. Seconder MK. Minutes of 16.12.19 were agreed as a true record and duly signed.	CE
Matters Arising from the Meeting	See minutes below under relevant sections	
Finance	Income & Expenditure issued for December. Income £833 YTD £3292 Expenditure £591.61 YTD £3830.12 Surplus of £253.39 for December Deficit of £538.12 for YTD Exceptional income for private hire/elections of £480. £586.27 surplus should have been included previously	MK
	Window cleaning. Contractor required for top windows inside and out.	WW
	Need to fill Ballroom Dancing space and increase ad hoc bookings by c £100 p.m.	ALL
	Electricity bill of £308.70 for Dec seems high, so tariff to be reviewed.	MK
	G.P.A. invoices for materials only. They do not charge for services	PG

	Barclays account – no progress. Suggested move to another bank Virgin account – no progress	MK
SHEQ	Quotes for storage container to be used for stairs and tables to be located by refuse area. To take up 1 parking spot	PG
	Hall Clock has had batteries replaced and again working.	PG
	Post box awaiting amended chute.	PG
	Hire agreement to be tightened up.	ALL
Bookings	MD welcomed to the Committee	ALL
	MD taking over responsibility for bookings. CE to assist setting up calendar. February prepared, March until mid-month	MD CE
	Ballroom may re-book after March	
	Drinks licence to be applied for.	PG,MB
Handover from previous Committee	Ongoing	CE
Marketing & Publicity & Website	Ongoing.	TE
Compliance	- GDPR Ongoing - Hire Policy Ongoing	CE
Correspondence	CE spoke to and corresponded with Anne-Marie re charity number 1172968. CE asked to keep WW updated	CE
Hire Rates	Parish Council Hire to be added as future agenda item with a view to not charging.	WW

AOB	Proposed Open Day on the 8 th March	MK
Future Agenda items	Hire Charges Working Groups to be established. Premises Licence Review.	ALL ALL PG, MB
Date of next meeting	17.02.2020	

Signed as a correct record of the meeting

Name

Signature

Date