

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

Agenda Item		Action
Present	Chris Elliott (CE)- Chair Wendy Wright (WW)- Vice Chair Paul Groves (PG)- SHEQ Claire Salanyk (CS)- Treasurer (Volunteer) Michelle Davies (MD)- Booking Officer Tory Eadington (TE)-Marketing & PR (Volunteer) Michael Bullen (MB)- Secretary Note: This meeting was held remotely using virtual meeting software.	
Apologies	None	
Minutes of Previous Meeting	Meeting Minutes <ul style="list-style-type: none"> • Minutes of Committee meetings 16-09-2019 were posted on the community centre website by the previous committee with an electronic signature of approval. • The minutes of 21-10-2019 have not been approved by the previous committee. Two members of the present committee were at the meeting and should determine if the minutes are a true record. CE & WW approved the minutes • Minutes of Committee Meeting 17-02-2020 were agreed as a true record and duly signed. Proposer PG. Seconder MD. 	
Matters Arising from the Meeting	See minutes below under relevant sections	
Ratifications of decisions made during Covid-19 Pandemic	Ratifications of decisions made electronically in the period due to the Covid-19 Pandemic. <ul style="list-style-type: none"> • 16-03-2020 Cancellation of Community Centre Management Meeting on 16-03-2020 due to the Covid-19 Pandemic. • 17-03-2020 Closure of Community Centre for all regular activities and bookings until further notice due to the Covid-19 Pandemic. • 19-03-20 Use parts of the Community Centre by Melissa Sherwin and the 'Gringley Here to Help Volunteers' as a hub to support their efforts in providing services to the people of Gringley during the Covid-19 Pandemic. • 19-03-2020 Appointment of Claire Salanyk as Treasurer • 20-03-2020 Approval for calendar news to film 'Gringley Here to Help volunteers' at the community centre. • 25-03-2020 Approval for Mick Proudly to continue cutting the Community Centre Grass during the Covid-19 Pandemic. • 25-03-2020 Approval for Vicky to continue cleaning the community centre during the Covid-19 Pandemic. • 11-04-2020 Approval to hold all future meetings remotely using Virtual meeting software until further notice. Proposer PG, Seconder CE, all motions carried unanimously	
Finance	The monthly finance and year to date report was issued prior to the meeting. Below is a precis of the report.	CS


	<p><u>Income & Expenditure for the previous Month.</u></p> <p>Income £590 Expenditure £704 Deficit £114</p> <p><u>Total Income & Expenditure to the end of last month</u></p> <p>Income £5545 Expenditure £6702 Deficit £1157</p> <p>Barclays bank balance £2702 Virgin Account Balance – Unavailable Cash in Hand £42</p>	
	The treasurer continues to upgrade the banking from manual to electronic transactions. Recently Direct debit payments have been set up for the business and water rates.	
	<p>Application has been made to Bassetlaw District council for a 100% rate rebate.</p> <p>Application has been made to Notts County Council for a business grant as part of the government’s financial assistance package during the Covid-19 Pandemic.</p>	CS
	<p>Electricity Contract ends May 2020. CE reviewing tariffs and new contract renewal. The existing contract charges 20% VAT, however as a charity we should be charged 5% VAT. CE to ensure new contract charges 5% VAT. CE discussing return of 15% VAT overcharge from existing contract.</p>	CE
SHEQ	<p>The SHEQ report was issued prior to the meeting. A precis of the report is below.</p> <ul style="list-style-type: none"> • 2 recorded accidents occurred during the mini Kixx hire on 27-02-20 & 12-03-20. The accident book had been completed by parents of the children. <p>Actions agreed at the meeting: -Group organisers to be briefed as their responsibility to record & report accident and carry out risk assessment to determine causation and if additional control measures are required.</p> <ul style="list-style-type: none"> • New Grit Box has been delivered. Currently stored until required. • Covid-19 risk assessment completed. Community Centre operations shut down until further notice. • System put in place to allow Mellissa Sherwin Gill and others to operate a village support group. Fully briefed out and system is being adhered to. • System put in place to allow cleaning of CC to continue. • MB has shut down heating system to save energy. • A full Risk Assessment needs to be carried out prior to the CC being opened up to the public. This will include Legionella Control, Covid-19 Control etc. • Review of H&S Paperwork ongoing. • Procurement of Storage container on hold till further notice. • The steel post stubs within the front garden of the CC reported by a member of the public have been removed 	PG
	Outstanding Post box chute now available, fitting to be arranged.	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
Bookings	All user groups have been notified of the closure of the community centre until further notice as a result of the Covid-19 Pandemic. An update email has been sent to user groups as a result of the extension of the Government lockdown to confirm closure until at least the 8-05-2020.	
	The current webhosting package does not incorporate an interactive calendar for committee members and users. Investigation to source an 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.	CE
Handover from previous Committee	CE has requested the previous committee remove the community centre contact details from the CIO charity number 1172968. Several individuals from the previous committee are named as members of this charity which is a separate entity from Gringley on the Hill community centre Charity 514154. This request has not been actioned to date.	CE
Marketing & Publicity & Website	TE requested the outstanding information be forwarded as noted in the marketing document issued previously.	All
	All proposed future community events have been postponed till further notice.	
	Consideration is required of the following matters <ul style="list-style-type: none"> List of prospective customers Review of the current website and compare with other local centres such as Bawtry & Carlton in Lindrick Tools we require for the future such as drop-box, one note etc. 	
Compliance	GDPR- CE reviewing a Policy issued by ACRE and will incorporate the necessary information into our procedures and documents and brief out prior to next meeting.	CE
	Hire Policy and Charging – MD previously issued a 'Heads of terms' hire and discount policy. This was discussed and further comments to be issued to MD/CE and incorporated as required.	MD/CE All
	New Premises & Drinks licence to be applied for in readiness for future community and charity events.	MB
Future Plans	<ul style="list-style-type: none"> Broad Band Office Lighting & Sound main hall & Stage Community Events 	
Correspondence	<ul style="list-style-type: none"> Invitation to join RCAN.- CE to compare other bodies such as NAVACH & ACRE to determine the most suitable. Email regarding steel posts within community centre garden which may be a H&S issue.- PG removed. Letter from BDC confirming application for additional 10% discretionary rate relief has been successful. The CC liability is now 10% of the rates payable. Letter from British gas confirming the Community centre energy plan (Electricity) ceases on the 17-05-2020. Offer to renew 1, 2 or 3 year fixed rate. Letter from TV licencing asking if the Community Centre Requires a TV Licence.- Note: The TV is only used for presentations and not for receiving TV programs. 	CE CE

Hire Rates	<ul style="list-style-type: none"> • See compliance above. • Parish Council hire. MB & WW declared a personal interest in this matter and did not vote. Motion - The Parish Council be allowed 11 meetings per annum plus the Annual Parish meeting free of charge on condition the Parish Council promote the CC and assist in accessing community grants where possible. CE proposer, PG seconder Vote 3 For 0 Against. Motion Carried. 	
AOB	Review of Garden maintenance by Gringley Allotment & Garden Society (GAGS) and grass cutting by M. Proudly. MB declared a personal interest in this matter as he was a member of GAGS. The committee were to contact the relevant parties to determine roles and responsibilities and costs.	MD
	Gringley Here to Help Volunteers are unable to apply for a Covid-19 grant from Notts County Council because of the lack of a formal constitution. They asked if the CC could assist by being the vehicle to apply for the grant. The matter was discussed but we are unable to assist because the CC have already applied for a Covid-19 grant to Notts County Council. It was agreed the CC will continue to support the group with the continuing use of the CC facilities free of charge.	
Future Agenda items	Establishment of Working Groups. Post Covid-19 community event. Establishment of additional policies – GDPR, Safeguarding etc	All All All
Date of next meeting	18-05-2020 at 19:30 hours	

Signed as a correct record of the meeting

Name Chris Elliott

Signature 

Date 18-05-2020