

GRINGLEY ON THE HILL
COMMUNITY CENTRE MANAGEMENT COMMITTEE MINUTES

Charity Registration 514154

23rd October 2019

19:30 – 20:30hrs

Agenda Item		Action and date
Present	Chris Elliott (CE) Michael Bullen (MB) Wendy Wright (WW) Paul Groves (PG) Mike Keeble (MK) Richard Measures (RM)	Noted
Trustee Eligibility Declaration	No trustee eligibility declaration forms were available. MB to provide asap and issue to all with copy of the governing document (1982 Trust Deed).	MB
Election of Officers	This was the inaugural meeting of the new committee immediately after the annual general meeting. As required by the 1982 trust deed the following officers were elected. Chris Elliott - Chair Wendy Wright – Vice Chair	Noted
Election of Posts	The following persons were elected to posts of responsibility Mike Keeble - Treasurer Richard Measures - Booking Officer Paul Groves - Health and Safety officer Mick Bullen – Secretary	Noted

Voting Results of Officers and Posts

Name	Post	Proposed	Seconded	Vote
Chris Elliott	Chair	MB	MK	Unanimous
Wendy Wright	Vice Chair	RM	MK	Unanimous
Mike Keeble	Treasurer	CE	PG	Unanimous
Richard Measures	Booking officer	WW	PG	Unanimous
Paul Groves	Health & Safety	MB	RM	Unanimous
Michael Bullen	Secretary	CE	WW	Unanimous

Matters Arising from the Meeting	No formal handover of information and documentation was available on the night.	CE to contact former Chair Ann-Marie Morley
	Transfer of bank accounts and Treasurers documentation	MK to contact former treasurer Simon Parker
	Transfer of booking diary, key holder list, details and contacts of clients/customers	RM to contact former treasurer Simon Parker
	Transfer of correspondence files and meeting Minutes	MB to contact former secretary Roy Kilner
	Transfer of Health and Safety files	MB to PG
	Future meetings to be the third Monday of each month at the community centre at 7pm. MB to issue dates of future meetings	MB
	It was agreed to have regular informal meetings to update on the handover progress and to discuss ideas going forward.	CE
	It was agreed to contact Simon McGuinness to ask if he would initially help the committee with regard to IT and other matters in the future.	RM
AOB		
Future Agenda Items	Role of Marketing and Advertising	
	Bar Facilities	
	Post Box	
	Fixed Line Phone and internet	
	Locks and Insurances	
Date of next meeting	18 th November at 19:30 Hours	No current absentees.

Signed as a correct record of the meeting

Name

Signature

Date