

MANAGEMENT COMMITTEE MINUTES

15th June 2020

Agenda Item		Action
Present	Chris Elliott (CE)- Chair Paul Groves (PG)- SHEQ Claire Salanyk (CS)- Treasurer (Volunteer) Michael Bullen (MB)- Secretary Note: This meeting was held remotely using virtual meeting software.	
Apologies	Wendy Wright (WW)- Vice Chair Michelle Davies (MD)- Booking Officer Tory Eadington (TE)-Marketing & PR (Volunteer)	
Minutes of Previous Meeting	<ul style="list-style-type: none"> Proposer PG Seconder CE - Minutes of Committee Meeting 18-05-2020 were agreed as a true record with slight amendment to correspondence – CS & TE also left the meeting. 	
Matters Arising from the Meeting	See minutes below under relevant sections	
Finance	<p>The monthly finance and year to date report was issued prior to the meeting. Below is a precis of the report.</p> <p><u>Income & Expenditure for the last month.</u></p> <p>Income £0 Expenditure £150 Deficit - £150</p> <p><u>Year to Date Income & Expenditure to the end of last month</u></p> <p>Income £15545 Expenditure £7014 Profit £8530</p> <p>Barclays bank balance £12,474 Virgin Account Balance – £80,118 Cash in Hand £144</p> <p>Note: Chair, Vice Chair & Secretary will be the approved signatories to the Virgin Account, the account will be registered to the Community Centre Address.</p>	CS
	<p>New Electricity Contract with the below discounts is in place.</p> <ul style="list-style-type: none"> The VAT liability of 5% - Charity Dispensation. The Climate Change Levy reduced to 0% - Charity Dispensation A 7% DD discount 	CS
	<p>The electricity Bill is higher than expected because of estimated meter reading. PG to issue meter reading to CS. CS to ask why the smart meter is not operative.</p>	PG CS
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"> 0 recorded accidents Several paving slabs loose / rocking on path to front of building. Quotation to be sought to remedy. Risk Assessment completed for vendors use of car park. The Health and Safety Policy has been converted to the standardised document template. 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. PAT Testing due 25/07/2020 – To arrange quotation. We currently have no Environmental Policy in place. Draft policy to be prepared and issued for comment / approval. – Target end of June 2020. Review of H&S Paperwork ongoing. 	PG

	<ul style="list-style-type: none"> Pizza Van arranged and cancelled due to clash with Blue Bell Inn planned takeaway service opening. Fitting of extended internal chute to the letterbox is outstanding. The Health & Safety policy approved at the last meeting was issued in the new document format. 	
Bookings	All proposed future community events are still postponed till further notice because of the Covid19 pandemic. All user groups are being updated on a regular basis.	
	The offer of the use of the Community Centre free of charge to the school during the Covid-19 Pandemic for temporary classrooms if required. The Head Teacher has responded and will forward the information to the relevant bodies.	
Handover from previous Committee	The CIO Foundation model charity 1172968 has removed the community centre address, email and website contact details from the Charities Commission Website. The chair of Charity 1172968 confirmed they were in the process of closing down the charity.	
Marketing & Publicity & Website	TE recently issued a draft of the new website content for comment. The Committee to comment directly to TE.	All
	The Lockdown Talent show is ongoing. <ul style="list-style-type: none"> Several prizes have been donated by local businesses as follows: - <ol style="list-style-type: none"> Sadie - Ye Olde Bell Spar Adam - The blue Bell David - DWM Photography) the businesses Namely Sarah – Ellicar Gardens Catherine – Appleton Therapies Tori – Estoria PR Committee – Gringley Community Centre Stage 1 of the event has been extended a further 2 weeks because of further prize donations. 	TE / PG
Compliance	Approved GDPR Policy to be issued to committee.	MB
	Approved Safeguarding Policy to be issued to committee. Whistle blower contact to be Bassetlaw District Council.	MB
	Approved Health & Safety Policy to be issued to committee.	PG
	The revised Finance Policy requires formatting to the charities corporate style document format The discussion and approval were deferred to the next meeting.	CS
	The revised Hire Policy and Charging schedule requires formatting to the charities corporate style document format. The discussion and approval were deferred to the next meeting.	MD/CE
	A new Premises & Drinks licence proposal was issued prior to the meeting. These were discussed and the addition of gambling/raffle permits were agreed. Licence application to proceed ASAP in readiness for the re-opening of the Community Centre.	MB
	TV Licence to be applied for when broadband is available.	
Future Plans	<ul style="list-style-type: none"> Broad Band- comparison of commercial and private supply required prior to arranging installation Office – It was agreed the office facility should be improved to offer office space for public hire and committee use. A budget of £500 was approved to provide a printer, desk and chair. PG proposer, CE seconder. Vote (In favour 3, Against 0) Other actions required are <ol style="list-style-type: none"> Provide alternate storage for existing documents and equipment. Provide Broadband. Lighting & Sound main hall & Stage Community Events External storage – Quotes are to be sought to provide external storage for the community centre to free up space within the internal Community Centre storage areas 	CE/MB
		WW
		PG
		CE/MB
		PG

Correspondence	<p>Correspondence Out</p> <ul style="list-style-type: none"> Email to Holding trustees – Confirmation they can access solicitor’s correspondence, request for clarification of the holding trustee’s responsibility. Email to Gringley School – Offer of CC free of Charge if required to assist in getting pupils back to school. Email to Gringley Parish Council – Request for GPC to be confidential contact for community centre safe guarding Policy <p>Correspondence In</p> <ul style="list-style-type: none"> Email from charity 1172968 confirming contact details have been changed and the charity is in the process of being closed. Email from GPC – GPC unable to be CC safeguarding confidential contact. Suggested we contact Bassetlaw District council safe guarding team. Email from the Head teacher of Gringley School thanking for the offer of the CC, and will discuss with relevant bodies. Email from Gringley Allotment & Garden Society (GAGS) – Clarification of there arrangement with regard to maintaining the borders and shrubs of the community centre garden. 	CE
AOB	<ul style="list-style-type: none"> RCAN membership – MB to progress Investigate remedial works to the hall floor including cleaning instructions. MB to search for floor specification and cleaning instructions within previous documents. Specification of works required to be listed and quotes obtained. MB to write to GAGS – Apologising for confusion. Gardening contract requires to be resolved as a matter of urgency. Determination of scope of works, prices and award. Trust Deed Roles and Responsibilities – Relationship between the Management Committee and Holding Trustees. CE to write to holding trustees to arrange a face to face or Zoom meeting as soon as practicable. Trustee liability Insurance. The Community Centre Insurance is up for renewal on the 4th July 2020. MB to issue the insurance documents to the CC and contact additional brokers with a revised insurance schedule. Trustee liability insurance is also required to complement the buildings and public liability insurance. It was agreed to request the files from the CC former solicitors Taylor Bracewell and the cc existing solicitors Bell & Buxton to ensure a complete record is available for the archive. 	<p>MB MB</p> <p>MB WW</p> <p>CE/PG</p> <p>MB/PG</p> <p>MB</p>
Future Agenda items	<ul style="list-style-type: none"> Formation of sub-committees comprising of members of the management committee and volunteers to enhance the Community Centre facilities and staging of community events. The role of the Management Committee with regard to the charity objectives. The current webhosting package review, and requirement to incorporate an interactive calendar and booking system including online payments, invoicing and door access for committee members and users. 	<p>PG/MB</p> <p>All CE</p>
Date of next meeting	20-07-2020 at 19:30 hours	

Signed as a correct record of the meeting

Name Chris Elliott

Signature *C Elliott*

Date 20-07-2020