

**Gringley on the Hill**  
**COMMUNITY CENTRE MANAGEMENT COMMITTEE MINUTES**

**16<sup>th</sup> September 2019**  
**19:30 – 21:10hrs**

Agenda Item		Action and date
<b>Present</b>	Ann-Marie Morley ((AM -Chair) John Taylor (JT) Wendy Wright (WW) Chris Elliott (CE- Minute taker) Simon McGuinness (SM) Simon Parker (SP - Treasurer) Annie Hargrave (AH)	Noted
<b>Apologies</b>	Mick Bullen (MB) Roy Kilner (RK - Secretary) Peter Young (PY)	Noted
<b>Minutes of previous meeting</b>	Minutes of the previous meeting held on 17/07/19 were not available due to illness	Minutes to be released as soon as possible – RK/AM
<b>Matters Arising</b>	There were no matters arising as per above minute.	Noted
<b>Correspondence</b>	<b>DOG TRAINING GROUP</b>  A request has been received from a group wishing to hold dog training in the community centre. It was agreed that this may produce a significant issue with Health and Safety and increase cleaning costs. The committee agreed to decline this request and to write to the requestor	SP to write to the group declining their request
	<b>Letter from PHS Sanitary Care</b>  The Control Waste Transfer notice needs updating	MB to address
	<b>Bonnets</b> Bonnets (Cleaning eqpt and	RK to update records and buyers

	consumable supplier) have changed their trading/business address. Invoicing address remains the same.	to be aware.
<b>GDPR</b>	<p>Presentation given by CE that outlines a proposal to the issue of compliance with GDPR (presentation attached).</p> <p>Privacy statement to be accepted</p> <p>CE to engage in the next steps as per presentation</p>	<p>CE to follow next steps</p> <p>CE to send privacy statement to AM for signature</p>
<b>Finance</b>	<p><b>Expenditure/Income.</b></p> <p>Not discussed</p>	No action
	<p><b>Accounts</b></p> <p>Current account balance as of 31/08 stands at £3787</p> <p>Virgin Deposit account balance as of 31/08 is £80118</p> <p>Interest on deposit account of £298.51p paid on 31/05</p>	No action
	<p><b>Annual Accounts</b></p> <p>These are now with the Auditors and a meeting is arranged with SP to be held on 17/09/19</p>	Meeting on 17/09 (Auditors) to be reported on at next meeting by SP
<b>Health and Safety</b>	<p><b>Fixed Electrical Eqpt</b></p> <p>Fixed equipment wiring to be inspected</p>	CE to arrange quote from Paul Newsome
	<p><b>Halogen lights</b></p> <p>It had been noted that there were two halogen lights in the office of unknown origin</p>	AM to contact David Foreman as to ownership of these and their removal
	<p><b>Fire Equipment</b></p> <p>The equipment servicing is currently being arranged</p>	MB to action
	AM thanked MB (not present) for all	

	<p>the efforts in ensuring that the centres documents and certifications were being brought up to date. Committee endorsed this work.</p>	
	<p><b>Internal site access</b></p> <p>It was noted that some of the walkways were once again being used as storage areas, possibly blocking escape routes.</p> <p>The meeting recognised that the storage was an issue and is currently being engaged in looking at other possible areas including the conversion of the current stage area.</p> <p>Hirers of the premises to be reminded of their obligations.</p>	<p>Review of current arrangements to be undertaken and if required appropriate signage used for designated areas. AM to talk with MB and MB to lead.</p>
	<p><b>Signage</b></p> <p>Toilet signs are required to direct people not to dispose of certain waste products, via the toilet system</p>	<p>AM to draft sign and present to SP for production</p>
<b>Maintenance</b>	<p><b>WiFi</b></p> <p>The Wi-Fi in the centre appears to be working correctly, however the internet connection is having issues with non-connection</p>	<p>SM to talk with current provider about their supply of service.</p>
<b>Purchases/Work on premise's</b>	<p><b>Screen for Main Hall</b></p> <p>Quotes had been received for the installation of the Projection Screen. The meeting felt that as this was a donation then the monies should be spent in line with the manner with which the donator would expect.</p> <p>As only a single quote had been received for this service it was felt that a second would be needed.</p> <p>The agreement of the committee was that this should be a secure and</p>	<p>SM to obtain further quote by next meeting.</p>

	automatic drop screen and that any other electrical connections that would be required should be taken into account, this being a double electrical supply for a projector and PC.	
	<p><b>Work on stage area</b></p> <p>A single quote had been received for a design and project management service to convert the current stage area to a storage area. A subsequent quote from a company to carry out the work had been obtained</p> <p>The committee discussed the quotes and the requirements and decided to engage the company in the design and feasibility study only.</p> <p>Quotes are also needed for portable staging.</p>	<p>AM/SP to talk to the Contractor and instruct.</p> <p>To discuss at the next meeting</p> <p>AH to find out</p>
<b>Marketing and Publicity/website</b>	Nothing to report.	Noted
<b>AOB</b>	<p><b>Review of Hiring Policy</b></p> <p>The current hiring policy requires amendment to ensure that all H&amp;S and contractual terms are correct.</p> <p>This then needs to be produced in a simple bullet point single page document that can be issued to hirers of the hall, with a clear direction that the full policy must be adhered to and is posted on the website.</p>	<p>MB to finalise the Hire agreement and CE to produce single page when approved by the committee.</p> <p>Approval to be completed ready for committee agreement at next meeting.</p>
<b>AGM</b>	Wed 23 Oct 2019	AM to post notice. Meeting to be held in the main hall.
<b>Date of next meeting</b>	21 October 2019 @19:30	No current absentees.

Signed as a correct record of the meeting

Name

Signature

Date

Signed: *A-M Morley*

Date: *20 October 2019*