

MANAGEMENT COMMITTEE MINUTES

18th May 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	<ul style="list-style-type: none"> Minutes of Committee Meeting 20-04-2020 were agreed as a true record and duly signed. Proposer WW. Seconder CE. 	
Matters Arising from the Meeting	See minutes below under relevant sections	
Finance	The monthly finance and year to date report was issued prior to the meeting. Below is a precis of the report. <u>Income & Expenditure for the previous Month.</u> Income £10,000 (Grant from Bassetlaw District Council) Expenditure £162 Profit £9,838 <u>Year to Date Income & Expenditure to the end of last month</u> Income £15545 Expenditure £6864 Profit £8681 Barclays bank balance £12,474 Virgin Account Balance – £80,118 Cash in Hand £21	CS
	Application has been approved by Bassetlaw District council for an additional 100% rate rebate due to the Covid-19 Pandemic. Application has been approved and paid by Bassetlaw District Council for a business grant as part of the government's financial assistance package during the Covid-19 Pandemic.	CS
	Electricity Contract ends May 2020. CE agreed new contract with the following savings / discounts <ul style="list-style-type: none"> The VAT liability reduced from 20% to 5% - Charity Dispensation. The Climate Change Levy reduced from 5% to 0% - Charity Dispensation A 7% DD discount Return of 15% VAT & 5% overcharge from previous year. 	CE
SHEQ	The SHEQ report was issued prior to the meeting. A precis of the report is below. <ul style="list-style-type: none"> Zero accidents recorded. Several paving slabs loose / rocking on path to front of building. Quotation to be sought to remedy. Draft Health & Safety Policy 2020 written and issued for comment / approval. 	

	<ul style="list-style-type: none"> • 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. • Generic Risk Assessment to be compiled for the cleaner’s duties • Cleaning Materials Supply requires to be regulated and restricted to a number of brand products to enable COSHH Assessments to be issued • Fitting of extended internal chute to letterbox to be arranged. • Key register updated with return of Keys from former treasurer Mike Keeble. 	
Bookings	All user groups have been re-notified of the continuing closure of the community centre due to the Covid-19 Pandemic.	
	All proposed future community events have been postponed till further notice.	
	It was approved by all members to offer the use of the Community Centre free of charge to the school during the Covid-19 Pandemic for temporary classrooms if required. Letter to be sent to the Head Teacher and Head of the School Governors on this matter.	CE
	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 to write again to the Chair of the CIO Foundation model charity 1172968 requesting the charity ceases using and removes the Community centre address, email and website contact details as listed on the Charities Commission Website. This charity is independent to and not associated with Gringley on the Hill Community Centre Charitable Trust 514154. MB to contact the Charity Commission on the above matter.	CE
		MB
Marketing & Publicity & Website	TE has received the outstanding information and has reviewed the current website and is now able to: - <ul style="list-style-type: none"> • Provide PowerPoint pages for updating of the CC website • Provide a list of prospective users including groups, clubs & businesses 	
	TE’s suggestion of holding a virtual talent competition for the people of Gringley during the Covid-19 Pandemic was discussed and agreed. It was felt the talent competition should be expedited immediately and a timeline of 5 weeks to completion was agreed. <ul style="list-style-type: none"> • TE to produce posters, advertising and business support • PG to facilitate media platforms • Judging to be by 3 village representatives initially and then by the village. • Prizes for the first 3 places 	TE / PG
Compliance	CE previously issued the GDPR Policy prior to the meeting. The policy was prepared in a new Charity corporate format. It was agreed the new format should be used on all future documentation to ensure consistency and give a corporate style identity to the charity. Minor changes were agreed. MB proposed, MD seconded and the policy was approved by all.	CE
	CE previously issued the Safeguarding Policy prior to the meeting. The policy was prepared in a new Charity corporate format. Minor changes were agreed.	CE

	It was agreed to write to the Parish Council to request if they would agree to be the Nominated Safeguarding Representative (Whistle Blower Contact).	
	PG issued the revised Health & Safety Policy prior to the meeting. Minor changes were agreed and the document required formatting to the newly approved charities corporate style. MB proposed, MD seconded and the policy was approved by all.	PG
	CS issued the revised Finance Policy prior to the meeting. The document requires formatting to the newly approved charities corporate style. The discussion and approval were deferred to the next meeting.	
	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
	New Premises & Drinks licence to be applied for in readiness for future community and charity events.	All MB
	TV Licence- Currently the premise do not have a TV licence and the TV is only used for presentations and thus there is no requirement for a TV licence. In the future when the premises have broadband provision it was felt it may be difficult to ensure there is no streaming of live TV programs. It was agreed when Broad band is available a TV licence should be purchased.	
Future Plans	<ul style="list-style-type: none"> Broad Band Office Lighting & Sound main hall & Stage Community Events <p>The discussions were deferred to a future meeting</p>	
Correspondence	<ul style="list-style-type: none"> Email from Holding Trustees with regard to Charity 11772968 requesting correspondence and information. <p>MB & WW declared a personal interest on this matter and left the meeting. CS & TE also left the meeting. The remaining trustees agreed to hold a separate meeting on the matter and report back to the full committee.</p>	CE
AOB	<ul style="list-style-type: none"> RCAN membership - Proposer CE, seconder PG. Voted unanimously to become members of RCAN Investigate remedial works to the hall floor including cleaning instructions. CE to provide details of floor specification and cleaning instructions. Specification of works required to be listed and quotes obtained. 	MB CE MB
Future Agenda items		
Date of next meeting	15-06-2020 at 19:30 hours	

Signed as a correct record of the meeting

Name Chris Elliott

Signature 

Date 15-06-20