

MINUTES

Vicars Cross Community Centre Sub Group on Tuesday 14th January 2020 at 6.00pm.

1	<p>Present: Cllrs Peter Bulmer, Pauline Cox, Keith Scargill (acting Chair) and Alan Stove Apologies: Cllrs Steve Collings, Krissie Myler and Jane Taylor In attendance: Kath Lloyd, Clerk and Jodie Ronan, VXCC Manager</p>									
2	<p>Declarations of Interest: none declared</p>									
3	<p>Review of previous meeting minutes and outstanding actions: the minutes of the meeting on 12th November were agreed as accurate and the following outstanding items were discussed:</p> <ul style="list-style-type: none"> • Arrow have not responded to the letter from the Centre Manager regarding the increase in rates, however the January invoices have now been circulated and payment is expected within the next week. • The Centre Manager has received the payment of £3,000 from the CWaC Members Budgets towards the line marking and tennis nets for the rear of the building. A further application for funding towards the heating and insulation of the building is still outstanding. • The heating engineers (Jigsaw https://www.jigsawfm.co.uk/), have identified a lack of insulation in the roof space above the café and kitchen area. The Maintenance Officer is to look into this and any further funding from CWaC Members will be used for this. • Social media: the Centre Manager shared a sample of insights from facebook, showing impressive figures for the posts about the community cinema. Thanks were expressed to everyone who shares and likes these posts. • Dementia Friendly session is due to be held on Friday 17th Jan 									
4	<p>Business report review:</p> <table border="1" data-bbox="177 1509 1444 2103"> <tr> <td data-bbox="177 1509 486 1630"><u>Upcoming Private Bookings</u></td> <td data-bbox="489 1509 1444 1630">Private party bookings 3/6 Saturdays for the next 6 weeks.</td> </tr> <tr> <td data-bbox="177 1635 486 1868"><u>User Group Bookings</u></td> <td data-bbox="489 1635 1444 1868"> Currently 17 regular User Groups. Public Liability insurance copies expired: VXD overdue (June 19) Karate overdue (Dec 19) </td> </tr> <tr> <td data-bbox="177 1872 486 1989"><u>Increase in rates Jan 2020</u></td> <td data-bbox="489 1872 1444 1989"> New rates implemented to all User Groups. No further communication had from Arrow Riding School. </td> </tr> <tr> <td data-bbox="177 1993 486 2103"><u>Community Cinema</u></td> <td data-bbox="489 1993 1444 2103"> 23rd December 2019 Over 50s showing- Judy </td> </tr> </table>		<u>Upcoming Private Bookings</u>	Private party bookings 3/6 Saturdays for the next 6 weeks.	<u>User Group Bookings</u>	Currently 17 regular User Groups. Public Liability insurance copies expired: VXD overdue (June 19) Karate overdue (Dec 19)	<u>Increase in rates Jan 2020</u>	New rates implemented to all User Groups. No further communication had from Arrow Riding School.	<u>Community Cinema</u>	23 rd December 2019 Over 50s showing- Judy
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		<p>Total Takings = £214.75</p> <p>£170 – 33 Tickets</p> <p>£30 – Raffle</p> <p>£14.75 – Donations</p> <p>Last Film values for comparison-</p> <p>Total Takings - £312.17</p> <p>£240 - 48 tickets</p> <p>£36 - Raffle</p> <p>£36.17 - Donations</p> <p>FYI</p> <p>Approx cost to run a cinema session</p> <p>£371.50</p> <p>£67.50 - room hire</p> <p>£54 - staffing</p> <p>£120 - buffet</p> <p>£120 - ROW hire</p> <p>£10 – drinks</p>	
	<u>Heating upgrade</u>	Currently underway. Verbal feedback to be given in meeting by Jodie.	
	<u>General updates</u>	<ul style="list-style-type: none"> • Vat Claim received for Q1 & 2 2018-19 Outstanding • Vat Claim Q1 & 2 2019-20 received £1869 • Solar panels outstanding – awaiting feedback from Rural Community Energy Fund to determine if proceed with CCE. Deadline March 2019 with CEE. • Members budget (2) for help with heating costs submitted but not had any feedback yet. • Toilet check signs now implemented. • PRS & PPL renewed for year -£1851 (last year was £2675 due to this including 2 years of PPL charge) • Facebook insights printed to share will group. 	
5	Updated documents for review: the group discussed the new checklists and user group information booklets that had been circulated prior to the meeting and suggested that the Deposit agreement be re-named Refundable Damage Deposit to make the purpose clear. Refundable Damage Deposits will be charged according to the level of risk identified for each single booking.		
6	Funding Applications – The Centre Manager gave a verbal update on funding bids outstanding: <ul style="list-style-type: none"> - The National Lottery are giving £1,000 awards in order to celebrate its 25th birthday, applications are on a lottery basis - The Rural Community Energy Fund application is still outstanding, the centre manager will chase up this week 		

	<p>- The second application to the CWaC Members Budget is outstanding (see item 3)</p> <p>RESOLVED: that the Centre Manager move as quickly as possible to carry out the sports line markings, nets, posts etc that the first application for CWaC Members Budget is supporting. Two additional quotes are needed and the sub group suggested that Oldfield Primary School or John Seilar at CWaC may know of someone. The Clerk will contact both.</p>
7	<p>Financial update: Cllr Scargill scrutinised the bank statements provided and signed them off. The Centre Manager presented the accounts to the end of Dec 19 and confirmed that the Centre was continuing to generate sufficient income to meet all costs. There was a discussion about the security of the Natwest bank account, given that the Centre Manager holds a personal account with the bank and it would be very easy to confuse the two on her phone. RESOLVED: the Clerk will investigate other bank accounts which are tailored more to parish councils and report back to the Finance Sub Group.</p> <p>There was a wider discussion about the Centre Manager's concerns that the accounting system is very complex and she finds reconciling the cash book time consuming and frustrating. This will be addressed at the Finance Sub Group meeting on 17th Jan.</p>
8	<p>2020-2030 VXCC Vision: The sub group considered the initial draft project plan which was presented by the Centre Manager. RESOLVED: the Centre Manager will circulate electronically and the group will feedback additional items and areas of responsibility before 7th Feb.</p>
9	<p>To review matrix document: reviewed with no comments.</p>
10	<p>Date of next meeting: Tuesday 11th Feb at 6pm</p>
11	<p>To agree recommendations for approval: none needing council approval</p>
12	<p>Information exchange: none shared.</p>

AGENDA PART TWO