

THE ELLENDUNE HALL TRUST

(ALSO KNOWN AS THE ELLENDUNE COMMUNITY CENTRE CIO)



Members of the public are invited to attend the Ellendune Trust Meeting

Thursday 21 March 2024 at 7:30pm

AGENDA

1. Apologies

To receive apologies.

2. Conflicts of Interest

To receive any declarations of conflicts of interest.

3. Approval of Minutes

To approve the minutes of the Trust meeting held on Thursday 18 January 2024.

4. New CIO Organisation

- New Bank Account
- CIO Constitution update and submission
- Winding up of the Ellendune Hall Trust (Extra Meeting)

5. Ellendune Friends/50th Anniversary of Centre

- To discuss issues raised from the Friends Meeting
- Fundraising – table top sale 23 March 2024
- 50th anniversary – 16 March 2024
- ECC/CIO status summary
- Date of next meeting

6. Community Centre Report

To discuss operational matters regarding the Community Centre

- Fire risk assessment – training/signs/keyholders
- Booking/invoice system – OMEGA
- Roof repairs/solar panels/grant
- Library ceiling/roof
- Centre deep clean
- Stage toilets

- Cleaning products review
- Office workstation – printer etc
- Centre spring clean
- Plastering quote
- Emergency lighting
- List of maintenance and capital projects/costs

7. Finance

To receive an update from the Finance Working Party

- New bank signatories/approvers
- Room rate review
- New friends accounts
- Year end updates

8. Communication

To receive an update from the Communication Working Party

- Coordination with the Ellendune Friends

9. Walls & Installations

To receive an update from the Walls Working Party

- Alex room – tiling
- Hallway picture
- Post box
- Hallway noticeboards

10. Any Other Business

- Laptop status
- WADAMS shed
- User balloons

11. Date of Next Meeting/Future Meetings

12. Press & Public Withdrawal

Members of the press and public are asked to withdraw at this time for the discussion of any confidential matters.

13. Staffing

To receive an update from the Personnel Working Party and discuss staffing matters.

14. Any Other Confidential Business