

HALE COMMUNITY CENTRE - BOARD ACTION LOG

Item 3.2

No.	Owner	Issue/Action	Updated	Completed	Update
		Meeting 23/07/20			
4	CM/SS	GDPR awareness training – CM still outstanding	17/11/2022	in progress	JH spoke to the software provider who resent a link to CM to complete
		Meeting 24/02/21			
5.2	NC/CB	Environmental Policy. Regular monitoring to review the various challenges and demands of sustainable development	17/11/2022	in progress	The urrent Environmental Policy is under review in line with recent new guidelines from ACRE.
		Meeting 19/05/21			
4.1.	NC/CB/PE	Farnham Town Council evaluation and funding for a new BMX track in South Farnham		in progress	Discussions continue
8.4	NC	Mosaic comissioned for the front of the building	17/11/2022	in progress	There is a plan to have a community day when groups will be invited to take part in completing the Mosaic early in the New Year
		Meeting 01/09/21			
5.5	CB/CP	Progress of the Joint Action Task Force complaints		in progress	Group is having results, good progress
		Meeting 02/12/21			
5.3.	PE/NC/CP	Continuing to look at possibilities for a shedders group in Upper Hale	17/05/2022	in progress	Follow up on a recent posting on Facebook from someone looking to set-up a similar group
5.6(d)	CB	Replacement Dishwasher		in progress	Sue working on quotes
5.7(a)	CB	Search to find an alternative DBS Umbrella Body	17/11/2022	on hold	SCA seem to be doing the job at the moment, some issues but getting there
5.7(c)	NC/CB	Succession planning to look at possibilities to cover CB's basic roles.		in progress	
		Meeting 22/02/22			
5.3	NC/HW	Amendments to FR Strategy	06/09/2022	in progress	HW has completed a first draft but suggested before circulating that further actions should be discussed.
6.4	CB/NC	SHIP/WISH outstanding monies	17/11/2022		Some used to fund summer activities for families, supported by PEC
7.7	CB	Review of Bookings T&Cs including discontinuation of booking deposits	17/11/2022	in progress	A draft review is currently being worked on as part of a major overview of Health & Safety and Safeguarding policies
7.11.(f)	CB/SP	Invitation to the Girlz Club to visit Winery/Farm and attend a meeting at Farnham Town Council	17/11/2022	in progress	
8.3	CP/CB	Surrey Police training course for Youth Centre volunteers	17/05/2022		
8.4.	CP/NC	Consultation re Sculpture/Steps Project	17/05/2022	ongoing	
		Meeting 17/05/22			
6.1.(a)(i)	NC	Circulate paperwork in respect of skills audit	06/09/2022	ongoing	Paperwork to be circulated in due course
6.1.9(a)(ii)	CB	HCC Environmental Policy and sustainability reference to be included in each of the five operational objectives			
6.1.(a)(ii)	CB	Investigate the addition of a Bike Shed in the Youth Centre	06/09/2022	in progress	Referred to the Maintance Sub-Group
6.1.(b)(ii)	CB/CM/SP	Where does the Senior Group stand with regards to related projects in view of their being self funding			
6.1.(d)	CB	Risk Register to be reviewed	06/09/2022	in progress	Will be undertaken in the next quarter to include the Youth Centre and Community Fridge & Cupboard
6.1.(e)	CB/NC	Talk about and highlight Job Club to other groups			
6.2	CM	Completion of Trustee Paperwork - Code of Conduct & Role of Trustees, Conflict of Interest Declaration	17/11/2022	in progress	Delayed due to family commitments.
7.1.(d)	CP	Transport for 2-day off site outing for Girlz Club			
7.1.(i)	CB/CP	Discussions with SCC reparenting support for 7 to 11 year olds and the possibility of converting the Family Centre to a Family Hub	01/09/2022	ongoing	Various meetings have been held; funding applied for to run youth group for 7 - 11 year olds

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7.3.(a)	HW/PE	Community Lottery Grants Review			
7.3.(b)	ALL	Review Funding Strategy with regards to replacing the £24k deficit	06/09/2022	in progress	HW has completed a first draft but suggested before circulating that further actions should be discussed.
8.2	NC/CB	Provision of a Youth Centre short/medium/long term budget for consideration			
8.4	CB	Installation of additional water butts			
		Meeting 05/09/22			
4.6	PGM/NC	Implementation of a Document Control Register and any reference in future to Policies in Agenda/Minutes to include date of issue	06/09/2022		
5.1	HW	Draft End of Year Report & Accounts	06/09/2022		
5.2.2	NC	Trustee from Farnham Maltings to be invited to attend the next meeting to talk about their strategy, etc.	06/09/2022		
6.6.	CB	Fridge & Cupboard, set-up a networking meeting with other similar groups	17/11/2022	ongoing	First meeting held online with 2 other local Fridges
6.6.	CB	Fridge & Cupboard, undertake enquiries with local councils about possible funding	17/11/2022	ongoing	Some funding received as part of Govt Winter Support funding
6.7	CB/NC	Replacement Flooring for main hall and carpets throughout the building	06/09/2022	ongoing	Referred to the new Maintenance sub-group / NC/CB to consider potential sources of capital funding
6.9	CB	Training Room Decoration	17/11/2022	17/11/2022	Booked in
6.10	CB	LED Lighting quotes to change all the lights n the centre	17/11/2022	in progress	New Admin Assist will get quotes
6.11	CB	Increase the Charitable rate to £8/hour from 1st Januay 2023	17/11/2022	in progress	Letters will go out to those affected early Dec