



# The Board of Trustee Meeting of Hale Community Centre Tuesday 6<sup>th</sup> September 2022 – 4:00 pm

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| <b>Present:</b>                   | Norma Corkish (NC)         | Chair   |
|                                   | Cathy Burroughs (CB)       | Centre Manager  |
|                                   | Carol MacFarlane (CM)      | Trustee   |
|                                   | Cllr Peter Marriott (PGM)  | Waverley Borough Council Observer   |
|                                   | Cllr Catherine Powell (CP) | Surrey County Councillor & Trustee<br>(left meeting at approximately 5:00 pm) |
|                                   | Simon Porter (SP)          | Trustee   |
|                                   | Tom Quinn (TQ)             | Trustee   |
|                                   | Jeremy Stewardson (JS)     | Accountant  |
|                                   | Harvey Wickham (HW)        | Treasurer   |
|                                   | Jean Hounsham (JH)         | Trustee (Minutes)   |
| <b>Apologies for<br/>Absence:</b> | Cllr Pat Evans (PE)        | Trustee   |
|                                   | Cllr Penny Marriott (PMM)  | Waverley Borough  |

|           |   | <b>Action</b> |
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| <b>1.</b> | NC opened the meeting by affirming the amount of paperwork circulated with today's agenda reflected the current level of activity at the centre!  |               |
| <b>1.</b> | <b>DECLARATION OF INTEREST</b> – none received  |               |
| <b>3.</b> | <b>MINUTES OF THE PREVIOUS MEETING</b> dated 17 <sup>th</sup> May were agreed as a true record of said meeting  |               |
| <b>4.</b> | <b>ACTION UPDATE</b>  |               |
|           | 1) <i>Meeting 23/07/20 – Item 4.</i> CM still to complete GDPR awareness training.  | JH            |
|           | 2) <i>Meeting 19/05/21 – Item 5.10.</i> The long-awaited start of the Maintenance Sub-Group will be scheduled for later this month; the centre is looking shabby and now has several maintenance issues requiring attention and in some cases funding.              | NC/CB/TQ      |
|           | 3) <i>Meeting 22/02/22 – Item 7.7.</i> Review of Booking T&Cs ( <i>Ver 1c dt Sept 2019</i> ). In response to JS query regarding the discontinuation of booking deposits, the results of a much-anticipated Review will be re-tabled for return to the next meeting. | JH/CB         |
|           | 4) <i>Meeting 22/02/22 – Item 5.3.</i> HW has completed a first draft of the Community Centre Fundraising Strategy but suggested that before  |               |

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|                  | <p>this is circulated and agreed upon, some further actions should be discussed. For example, although the Centre is well managed and receives a good stream of ‘earned’ income, the ‘unearned’ income streams could be reviewed and improved. Unearned income includes grants, which are reviewed regularly by staff and trustees, and donations. The level of donations received by the Centre is comparatively low. Given that the Centre website already has excellent tools to enable donations to be made online, including through the Gift Aid scheme, it might be worth exploring ways to increase this income.</p> <p>Examples mentioned included establishing a ‘patrons’ group who are making regular donations to the Centre (using the existing Friends of Hale Community Centre group), utilising social media ‘crowdfunding’ techniques, and/or establishing sponsored events. It was noted that nothing could be implemented without considering existing staff and volunteer commitments. NC suggested the new Sub-group - NC, HW, TQ and JH - meets up to review the aforementioned points later this month.</p> <p>As an aside to the FR Strategy comments, CP advised that she is in the process of pulling together data in the form of a package of information for use in grant funding</p> <p>5) <i>Meeting 17/05/22 – Item 6.1.(a)(ii)</i>. The investigation into provision of a bike shed is likely to be referred to the Maintenance Sub-group.</p> <p>6) <i>Meeting 17/05/22 – Item 6.1.(d)</i>. Review of Risk Register <i>(ver 4d dt Apr 2017)</i> will be undertaken within the next quarter so as to include the Youth Centre and Community Fridge &amp; Cupboard.</p> <p>PGM also suggested implementing a Document Control Register - a list to identify all business documents, which includes current revision status – ensuring that all documents and records are appropriately created, captured, accessed, managed and stored in a manner that reflects business, corporate and regulatory compliance requirements. NB: It was noted that any reference in future Agenda/Minutes to Policies should include the date of issue.</p> <p>7) <i>Meeting 17/05/22 – Item 6.2</i>. Those trustees still to complete their Trustee Paperwork – Code of Conduct Policy <i>(ver 1a dt Sep 2021)</i>, Trustee Declaration <i>(ver 1c dt Apr 2018)</i> and Conflict of Interest Policy and Declaration <i>(ver 1c dt Aug 2022)</i> - will be contacted individually by email.</p> | <p>HW to set-up a meeting for later this month</p> <p>CB</p> <p>NC/CB</p> <p>NC/CB/JH</p> <p>JH/CP/PE/CM/SP/JS</p> |
| <p><b>5.</b></p> | <p><b>BOARD BUSINESS</b></p> <p>1. <b>DRAFT END OF YEAR REPORT AND ACCOUNTS.</b> NC asked if anyone had any queries about the accounts and none being raised,</p>  | <p>HW to implement.</p>  |

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|                  | <p>it was agreed that these could be moved onto the next stage, being the independent review. .</p> <p><b>2. OTHER BOARD MATTERS</b></p> <p>1) <b>Skills Audit.</b> NC apologised and confirmed the paperwork would be circulated in due course.</p> <p>2) <b>Farnham Maltings.</b> NC updated on a conversation she has had with the Chair - Michael Maher – from Farnham Maltings regarding the possibility of joining up with regards to sharing a Treasurer and a Trustee from their Board joining HCC and vice versa.</p> <p>The board decided that this was an interesting idea, and it was agreed that a Trustee from Farnham Maltings would be invited to attend the next HCC Trustee Meeting to talk about their strategy, etc.</p> <p>3) <b>The New Charities Act – 2022.</b> As far as NC is aware, there are no implications for HCC with regards to the new Act. NC asked JH to check with the implementation plan guidance online to make sure.</p>  | <p>NC</p> <p>NC</p> <p>JH</p> |
| <p><b>6.</b></p> | <p><b>CENTRE OPERATIONS.</b> CB highlighted and updated several of the points from her Manager’s Report; the last few months have been extremely busy!</p> <p>1. <b>CENTRE MANAGERS REPORT.</b> CB began by agreeing with HW suggestion to form a Sub-group to consider reviewing and improving the ‘unearned’ income streams and the need for having a story to share.</p> <p>1) <b>Community Drop-in Feedback.</b> We know from the recent feedback, linking the Wednesday Drop-in to the Fridge &amp; Cupboard was the right thing to do! Our new Autumn Drop-in sessions begin this week and will include visits from <a href="#">Warm Matters</a> and we have also registered with Farnham Connects to be one of their ‘Warm Places’ this Winter.</p> <p>2) <b>Youth Provision.</b> The holiday provision commissioned by Active Surrey and run by Personal Best was disappointing so we are intending on taking over the provision ourselves going forward; no additional costs will be incurred, and we envisage covering room hire.</p> <p>3) We are joining with Bethel Baptist Church to start a youth group for ages 7 to 11 years after half term, as we do not have the capacity or funding to provide this. We have applied to Farnham Lions (£1k) for funding which Bethel will match-fund (£1.5k) to</p> |                               |

provide a trained teacher and build up a team of support volunteers.

- 4) **Garden.** The garden has struggled this year with regards to volunteers and water during the drought. The group needs more support.
- 5) **Stay & Play.** Homestart have secured funding which will allow this provision to continue this term.
- 6) **Community Fridge & Cupboard.** An explosion of users has necessitated Kelly's hours being increased and consideration being given to the caveat at the end of my report with regards to 'Funding warning from CFS.'

Given the twin challenges the Community Fridge & Cupboard faces (the ongoing crisis in Ukraine, and the suggested changes to the food supply arrangements from the supermarkets), it was agreed to (i) Set-up a networking meeting with other similar groups – Brambleton Community Fridge, Alton Community Cupboard and the Vine Centre in Aldershot to consider how we manage forthcoming expectations and to explore ways to limit the various services to those living in adjacent areas and (ii) undertake enquiries with local councils – Waverley Borough Council and Farnham Town Council – about possible funding.

CB

The current worst scenario, is the impact to all groups, if supermarkets begin reducing their supply because of the [changes to way foods are labelled](#).

- 7) Funding from Farnham Town Council has been received in respect of room hire for the Ukrainian English Lessons we have hosted at the Centre during the summer.
- 8) **Replacement Flooring** (approx. £10k) for the main hall along with the carpets throughout the Centre will now form part of maintenance tasks to be considered by the new Maintenance Sub-group. In the meantime, NC/CB will consider potential sources of capital funding as flooring cannot be paid for out of Reserves.
- 9) **Training Room Decoration.** It was agreed to go ahead with works to decorate the Training Room as per David McNeight's quote (£400).
- 10) **LED Lighting.** It was agreed that quotes should be obtained to change all the lights in the centre to LED lights which are more cost effective.

CB/NC

CB

CB

11) **Hire Charges.** The proposal to add a 5% increase to hire charges to cover increased energy costs was declined on the basis that HCC's charges are already higher than other hall facilities in the area. However the Board did agree to increasing the Charitable rate (community, voluntary and not for profit groups) to £8/hour from 1<sup>st</sup> January 2023

CB

12) **Staffing.** Whilst CB has agreed with Sue (Administrator) that she will work at home on her various projects on Tuesdays whilst CB is in the Centre, more help is needed. It was therefore agreed that CB go ahead and recruit an additional admin person for a minimum of 12 hours/week for 6 months whilst a long-term staffing structure is being considered.

CB

13) **Clinical Commissioning Group.** The board agreed that it was essential for HCC to be 'at the table' as a community partner.

CB

14) **Photocopier.** In line with CB's proposal, it was agreed that a printer/copier was an essential expenditure and therefore the purchase of option 3 – refurbished Canon Image Runner Advance C3525i was approved.

CB

In closing this section of the meeting, NC/CB asked that Trustees read the reports attached to CB's report – there is a lot going on and more to come; we need to have completed a revised structure by the end of the year in readiness to go out to advert for a new Centre Manager in early January.

## 2. TABLED COMMENTS FROM CENTRE MANAGER'S REPORTS

- a) TQ – Good Youth Report which clearly identified dissatisfaction with the summer activity providers and Active Surrey's responsibility.
- b) PGM – an update of the Risk Register is a necessity; it is essential risks are clearly identified.!
- c) TQ – is uncoupling the Youth Centre a future consideration to mitigate risk to our core grants?

## 3. MANAGEMENT ACCOUNTS

JS introduced the first quarter management accounts. It was noted that the Unrestricted Income and Expenditure showed a loss of around £5,200, and that this was slightly better than budgeted. JS noted that some expenses, for example, Internet Costs, had increased because of the Youth Centre. NC queried why these costs were not set against the restricted accounts. JS explained that it was difficult to split these costs.

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| <p>7.</p> | <p><b>ANY OTHER BUSINESS</b></p> <p>1. TQ, who had cycled to the Centre today, reiterated the need for a cycle rack/shed... this having been previously discussed will be referred to the Maintenance Sub-group</p> <p>2. <b>Rotary 60's evening (8<sup>th</sup> October)</b></p> <p>NC reminded everyone to come along to Crondall Village Hall for the 60's evening which is in aid of the Hale Community Centre</p> <div data-bbox="884 371 1283 869" data-label="Image"> </div> |  |
| <p>8.</p> | <p><b>DATE OF NEXT MEETING</b> – Tuesday 22<sup>nd</sup> November at 4:00 pm</p>  |  |
| <p>9.</p> | <p><b>NC closed the meeting at 6:20 pm thanking everyone for attending.</b></p>   |  |