

## Centre Administrator Report May 2022

### Pop up Café

Is due to reopen the first date in the dairy is the 25th May when we have a number of different organisations coming to the centre for a drop in session.

If we can engage enough volunteers the plan will be to open once a week during June and July and provide light lunches.

### Community Garden

The Gardening club has relaunched as Get Growing with us. The volunteers meet every Tuesday 2 till 4pm. The team have refurbished the boat, and are now busy planting up the raised beds with vegetables. The £50.00 Squires voucher that we won from Farnham in Bloom has been spent on two clematis that have been planted by the new entrance. The remainder was on some colourful dahlias. We have received a donation of flowers for Tesco Aldershot. These will be used for the boat. We are due to receive more in a couple of weeks this has come about due to collecting food donations from them.

### Stay & Play

The first session was on the 4<sup>th</sup> May 10 families attended and the feedback was very positive. Many toy donations have been received from the local community and most of the items on the amazon wish list have been purchased. We have had a huge response from the community in relation to volunteering at these sessions which is fantastic.

### Community & Youth Centre Maintenance and Updates

- The garden path has been completed it was dug out by the BMW volunteers that came via The Community Matters Partnership Project that Tracy arranged for the Youth Centre. Farnham Town Council kindly provided and laid the edging boards, membrane and bark chippings.
- Obtained 3 quotes for lighting in the Community Garden as two of the bollard lights are not working, full of soil this is a recurring issue.

#### JJH Electrical

£250.00 to put a new flood light in the garden by the Community Cupboard

Fault finding on the 2x bollard lights £60 for the 1<sup>st</sup> hour then £40.00 every hour after.

#### P Mileham

£170.00 to put a new flood light in the garden by the Community Cupboard. Awaiting quote for bollard lights.

#### LHB Electrical

Visited site then confirmed to small a job and too busy to provide a quote.

- Decorating of the lounge and reception area is now completed by David McNieght. I would like the Board to consider using David to decorate the Training Room which is now looking worn and tired. He has provided a quote of £400.00.
- Mural in reception area is now completed
- Quotes obtained to get the flooring replaced in the lounge area I have also asked for a quote for the main hall as the floor in the main hall is getting very marked and isn't easy to maintain.

Paul Finney	Lounge	£1, 855.00
	Main Hall	£3, 804.00
Lee Harding	Lounge	£2,250.00
	Main Hall	£4,050.00
SJT Flooring	Lounge	£1,508.76
	Main Hall	£2,500.80

- Carpets have been cleaned throughout the centre.
- Pipe work for the Urinals in the gent's toilets has been changed. This will ensure going forward the traps can be cleaned and emptied on a regular basis.

- Kitchen taps have been replaced
- I would like to recommend that we get new tables for the Main Hall & Training Room. We have had to remove 2 of the tables from the main hall as both were broken beyond repair. The remaining tables are looking tired and are beginning to get difficult to put up. The trestle tables that we have are ok but are very heavy and difficult to put up and down if you are on your own.
- PAT testing completed
- Awaiting information from Farnham Town Council to see if planning permission is required to move and update the sign to the centre that is on the grass verge outside the perimeter fence.
- Business Waste are now removing waste from the Centre fortnightly.
- WIFI into the Youth Centre has been installed.
- Cleaner is in place for the Youth Centre

### **Bookings & Hirers.**

All of our regular hirers are still with us

Karl Irving Upholster has extended his booking to Wednesday and Thursday evenings.

Frimley Park Respiratory Team have extended their Monday booking to December and are now looking at using the Consulting Room on a Wednesday morning.

### **New Hirers**

Sara Bridgeman is going to be using the main hall on a Friday evening for Puppy Training starting in June.

ESWL(Farnham Foodbank) are going to be using the main hall once a week starting in September to provide cookery classes to the community.

Surrey Youth Games are using the main hall every Tuesday throughout May & June.

Since February we have received 26 enquires in relation to hiring, primarily the interest has been the Main Hall for parties.

11 bookings confirmed

1 we could not accommodate as we already had a booking on the date required

1 going to use own site.

7 No responses chaser emails and calls made

3 adult parties which we are not allowing

4 in progress

### **Cancellations**

Optiplan Team Meeting was cancelled; I am hoping this will be rebooked

### **Social Media**

We have continued to keep in contact with the community through various social media channels and the website and ensured we were passing on information and advice from other agencies.

Hale Community Centre Facebook -128 posts from the 1<sup>st</sup> January and

75,311 individuals have liked our page. 704 followers.

Community Fridge & Cupboard -128 posts from the 1<sup>st</sup> January and 74,404 individuals have liked our page.690 Followers.

### **Swap Shop**

Continues to be used by the community this month the plan is to do some advertising and requests for some new donations.

### **Volunteers**

Our volunteers continue to do a fantastic job in supporting all the different projects we have in flight at the Centre.

### **Recycling Unit**

We have received £82.50 from Astra recycling this is from Jan to March.

davemcn	diy
	decorating
	property maintenance

# Quotation

## David McNeight

### To:

Sue Connolly  
Hale Community Centre  
130 Upper Hale Road  
Farnham  
GU9 0JH

..  
Oak Cottage 9 Brooklands Close  
Farnham  
GU9 9BT

**Date: 09/04/2022**

**Total: £400.00**

Description	Rate	Qty	Gross
Labour to paint walls and woodwork (not doors) - includes making good cracks and indents.	£330.00	1	£330.00
Materials - 1 wall blue, 3 walls Snowy Mount, woodwork durable white. Some blue remains, need to buy Snowy Mount and wood paint.	£70.00	1	£70.00

**Gross Total £400.00**