



**The Board of Trustee Meeting of  
Hale Community Centre  
Tuesday 22<sup>nd</sup> February 2022 –  
4:00 pm**

<b>Present:</b>	Norma Corkish (NC)	Chair
	Cathy Burroughs (CB)	Centre Manager
	Cllr Pat Evans (PE)	Farnham Town Council
	Carol MacFarlane (CM)	Trustee
	Cllr Peter Marriott (PGM)	Waverley Borough
	Cllr Catherine Powell (CP)	Surrey County Councillor & Trustee
	Simon Porter (SP)	Trustee
	Tom Quinn (TQ)	Proposed Trustee
	Jeremy Stewardson (JS)	Bookkeeper
	Jean Hounsham (JH)	Trustee (Minutes)

<b>Apologies for Absence:</b>	Cllr Penny Marriott (PMM)	Waverley Borough
	Harvey Wickham (HW)	Proposed Treasurer
	Michael Young (MY)	Trustee

		<b>Action</b>
<b>1.</b>	NC opened the meeting whilst two delegates (CB and TQ) were attending to a medical emergency outside the Centre.	
<b>2.</b>	<b>DECLARATION OF INTEREST</b> – none received	
<b>3.</b>	<b>MINUTES OF THE PREVIOUS MEETING</b> dated 2 <sup>nd</sup> December 2021 were agreed as a true record of said meeting	
<b>4.</b>	<p><b>ACTION UPDATE</b></p> <p>1. NC requested the Action Log be revised to only include current actions.</p> <p>2. Ongoing waste collection issue involving Vivid Housing and Waverley Borough Council. PGM advised that this was currently under review, Waverley Borough Council will be talking to Vivid Housing. CP also to check with Surrey County Council.</p>	<p>JH</p> <p>CB/PM/CP</p>
<b>5.</b>	<p><b>BOARD BUSINESS:-</b></p> <p>1. <b>TRUSTEES</b></p> <p>a) Regretfully due to a change of circumstances MY is no longer able to fulfil his duties and has therefore resigned.</p>	

	<p>b) New Appointments – new Trustee TQ was proposed (NC) and seconded (CP) and new Treasure HW was proposed (NC) and seconded (SP).</p> <p>c) NC also confirmed Melissa Ellenden – Chair of SHIP/WISH – is now actively considering joining the Board.</p> <p>2. <b>STRATEGIC OBJECTIVES.</b> Paper 4.2. circulated with the agenda was agreed. Next stage will be for CB to share with staff and volunteers and draw up operational objectives prior to the next Trustee Meeting</p> <p>3. NC advised that HW would make some draft amendments to our FR strategy for further consideration by the Board.</p> <p>4. When new youth facility available, there would be more hiring space available to us which according to our arrangements with SCC we would be able to use for groups associated with youth.</p> <p>5. Planning permission regarding change of use for the Youth Centre currently under consideration. 12 submissions from the public have been received all in favour of the Youth Centre.</p> <p>6. PGM advised Thriving Communities Funding has been agreed in principle – council meeting this evening to confirm.</p> <p>7. Encouraging regular donations/sponsorships to be a focal point of any future marketing strategy, including association with other groups – Rotary, Lions, etc.</p> <p>8. Social Gathering – Paper 4.3 circulated with agenda. It was agreed by all those present to arrange two events – Skittle Evening in April and a visit to the Winery in September.</p>	<p>NC/CB</p> <p>NC/HW</p> <p>PGM/NC</p> <p>NC</p>
<p>6.</p>	<p><b>FINANCIAL UPDATE</b></p> <p>1. NC thanked JS for preparing and circulating management accounts.</p> <p>2. JS gave an update with regards to the management accounts – Paper 5.2 circulated with the agenda and confirmed that he had taken on a wider role than originally intended to help CB – payments and the payroll function. Kathryn Frimond who was going to continue with the payroll function currently has family issues. Therefore, this has been deferred for the time being.</p> <p>3. NC confirmed that HW would be looking at options for a better return on the substantial amounts of cash hanging around and that all restricted monies would be spent!</p>	

<ol style="list-style-type: none"> <li>4. SHIP/WISH need to be clear as to how they are going to spend their outstanding pot.</li> <li>5. Girlz Club funding extension through to July has been agreed. End of grant monitoring has been completed; new funding will commence in July including funds for a new girls group. Outstanding funds to be ring fenced to spend on Girlz Club.</li> </ol>	CB/NC
<p><b>CB/TQ joined the meeting with an update on the medical emergency they had been attending.</b></p>	
<p><b>7. CENTRE MANAGER'S REPORT</b></p> <ol style="list-style-type: none"> <li>1. Income from commercial hiring has picked up!</li> <li>2. CB thanked CP for her funding (SCC Councillor allocation) of appliances/equipment for Youth Centre.</li> <li>3. Youth Worker recruitment has stalled due to lack of suitable applicants.</li> <li>4. Attendance at Girlz Club is currently good, so we are now considering how we begin to integrate younger girls.</li> <li>5. PE gave an update on a recent Zoom Meeting involving a new Youth Services Officer – Tom Manning - at Godalming Town Council. It was agreed that PE would facilitate an introduction to CB, who in turn would invite him to attend the next Farnham Youth Worker Practitioners Meeting.</li> </ol> <p><b>6. BUILDING HEALTH &amp; SAFETY</b></p> <ol style="list-style-type: none"> <li>a) Covid-19, one case recently notified. Waiting for lead bodies to issue guidance as to what happens next with regards what restrictions are required. In the meantime, will continue with masks being worn in communal areas.</li> <li>b) One GDPR incident – reminder issued with regards everyone's responsibility!</li> <li>c) Decoration – a lot happening!</li> <li>d) Nursery, new windows have gone in today. Opening pencilled for 2:00 pm on either 27/29<sup>th</sup> hopefully including Jeremy Hunt (now looking at May 6th)</li> </ol> <ol style="list-style-type: none"> <li>7. Request to discontinue booking deposits was agreed subject to a review of Booking Terms &amp; Conditions being undertaken in the next 6 months.</li> </ol>	<p>PE/CB</p> <p>NC</p> <p>CB</p>

	<p>8. A small community group have now set out a timetable for the Hale Jubilee Celebration – HCC will oversee a family fun time with activities and games on the Sandy Hill green space on Saturday 4<sup>th</sup> June.</p> <p>9. <b>Volunteer Get-together.</b> SP suggested that a second annual get-together should be arranged. CB advised that volunteers are encouraged to join ‘timetoshare’ who hold quarterly social events for volunteers. SP suggested inviting volunteers to a Winery Event later in the year.</p> <p>10. <b>Roof.</b> Quote from Salnoor Roofing agreed with the proviso that a comparison quote is obtained. SP to supply contact.</p> <p>11. At this stage, NC asked if there were any questions/comments on the Centre Manager’s Report circulated with the agenda – Item 5.1(a) through to 5.1(j): -</p> <p>a) Quotes to replace tables and chairs for Main Hall and Training Room to be obtained</p> <p>b) Projects &amp; Engagement Report – Paper 5.1(d). It was agreed that Emma is doing a grand job!</p> <p>c) Living Well in Farnham – Paper 5.1(j) – 2,000 people responded. New website has now been launched as a follow up - <a href="http://frimleyhealthandcare.org.uk">Living well in Farnham (frimleyhealthandcare.org.uk)</a></p> <p>d) Quarter 1 Reaching Communities Report – Paper 5.1(f) – Tracy presented a very thorough report. We are lucky to have her!</p> <p>e) Peter Woodd interested in sponsoring the Youth Centre</p> <p>f) <b>Girlz Club Programme of Visits.</b> SP extended an invitation to the Girlz Club to visit Winery/Farm and CP suggested the group attend a Meeting at Farnham Town Council</p> <p>g) Trustees congratulated everyone involved with the Community Fridge &amp; Cupboard on achieving the highest hygiene rating from Waverley Borough Council.</p>	<p>CB/SP</p> <p>CB/SP</p> <p>CB</p> <p>CB/CP</p> <p>CB/SP</p>
<p>8.</p>	<p><b>ANY OTHER BUSINESS</b></p> <p>1. <b>Recycling.</b> TQ suggested including Surrey Air Ambulance in the Centre's list of drop off points for donations, as they attended the medical emergency today.</p> <p>2. <b>Girlz Club Away Weekend.</b> PE gave an update on the £9k funding being donated to HCC and space2grown from her 2-year ‘mayoral year funding’. The £4.5k funding will pay for the Girlz Club to go away</p>	<p>TQ</p>

	<p>for a weekend – 20 girls are currently wanting to be involved – 20 on the Saturday and 12 on the Sunday; NC therefore suggested two individual days be arranged initially with a possible further weekend away later in the year. NC thanked PE for all her endeavours for the girls.</p> <p>It was also suggested a follow up could be, a weekend at the Girl Guide camp at Tilford as they are keen to support the group or alternatively a night under cover at space2grow.</p>	
	<p>3. Surrey Police have offered CP a training course for volunteers working for voluntary groups running Youth Centres. The course will be online and offered to groups within the Farnham Connects Group.</p>	CP/CB
	<p>4. NC/CP gave an update on the Sculpture/Steps project currently under consultation.</p>	CP/NC
	<p>5. Review of Salaries to be deferred to an online meeting</p>	NC
9.	<p>Prior to the close of the meeting, TQ thanked CB/NC for their earlier support with the medical emergency, which was followed with a brief discussion as to whether the Centre should prepare a Press Release highlighting the Centre's Defibrillator having been used during today's medical emergency.</p>	
10.	<p><b>DATE OF NEXT MEETING</b> – 17<sup>th</sup> May 2022 – time to be confirmed.</p>	
11.	<p>NC closed the meeting at 18:25 hrs thanking everyone for attending</p>	