



The Board of Trustee Meeting of Hale Community Centre

Tuesday 17th May 2022 – 4:00 pm

Present:	Norma Corkish (NC)	Chair
	Cathy Burroughs (CB)	Centre Manager
	Cllr Pat Evans (PE)	Trustee <i>(arrived at 4:30 pm)</i>
	Carol MacFarlane (CM)	Trustee
	Cllr Catherine Powell (CP)	Surrey County Councillor/Trustee
	Simon Porter (SP)	Trustee
	Tom Quinn (TQ)	Trustee
	Jeremy Stewardson (JS)	Bookkeeper
	Harvey Wickham (HW)	Treasurer
	Jean Hounsham (JH)	Trustee (Minutes)
Visitors by Invitation:	Emma Swinden (ES)	Projects & Engagement Co-ordinator
	Lucy Williams (LW)	Little HR Department
Apologies for Absence:	Cllr Penny Marriott (PMM)	Waverley Borough Council
	Cllr Peter Marriott (PGM)	Waverley Borough Council

		Actions
1.	NC opened the meeting by extending a welcome to ES and LW and introductions around the table were made.	
2.	NC/LW gave a brief overview of the support LW's company – Little HR Department – will be providing, including reviewing employment contracts and various HR policies. NC also extended an invitation to LW to join the Board as and when her commitments allow.	
3.	DECLARATION OF INTEREST – none received	
4.	MINUTES OF THE PREVIOUS MEETING dated 22 nd February were agreed as a true record of said meeting	
5.	ACTION UPDATE 1) <i>Meeting 19/05/21 – Item 5.10.</i> It was agreed to form a new Sub-Group – CP, SP and TQ – to consider maintenance of the building suggestions. 2) <i>Meeting 01/09/21 – Item 6.3.</i> Deferral of Governance/Business Plan. Closed – group is achieving results; substantial progress being made! 3) <i>Meeting 22/02/22 – Item 5.3.</i> Amendments to FR Strategy. HW to present a report for the next meeting.	CP/SP/ TQ/CB HW/NC

	<p>4) <i>Meeting 22/02/22 – Item 8.1.</i> Include Surrey Air Ambulance in the Centre’s list of drop off points for donations.</p> <p>5) <i>Meeting 22/02/22 – Item 8.3.</i> Surrey Police training course for Youth Centre Volunteers yet to be arranged</p> <p>6) <i>Meeting 22/02/22 – Item 8.4.</i> Consultation re Sculpture/Steps Project – Map attached. CP advised Surrey County Council supportive of the ideas put forward. Further consultation will take place with the community at the Jubilee Celebrations.</p>	<p>CB to action</p> <p>CP/CB</p> <p>CP/NC</p>
<p>6.</p>	<p>BOARD BUSINESS</p> <p>1) STRATEGIC PLANNING. NC thanked CB and staff for all the work they have done on these impressive reports! Following a general discussion, the following points will be incorporated:-</p> <p>a) Operational Objectives</p> <ul style="list-style-type: none"> i. NC to circulate to the Board paperwork in respect of a skills audit – look at the results in view of what we intend doing over the next 3-years. ii. The HCC Environmental Policy and a sustainability reference to be included in each of the five objectives. iii. The addition of a Bike Shed in the Youth Centre Grounds was a promising idea to be investigated. <p>b) Organisational Chart.</p> <ul style="list-style-type: none"> i. Vision and Mission Statements to be added. ii. Further consideration to be given to where the Senior Group stand with regards to related projects in view of their being self-funding. <p>c) Project Overview – a Snapshot in time - will become a useful document; similar matrices can be used for other projects. It was noted that we should be cautious about adding to our existing projects as we are doing a tremendous amount as things stand.</p> <p>d) Risk Register to be reviewed.</p> <p>e) Job Club.</p> <ul style="list-style-type: none"> i. Currently no one from Sandy Hill has any involvement with the Job Club; their connection is through known groups, e.g. Vivid. NC suggested that Job Club is something that needs to be talked about and highlighted with other groups. ii. ES highlighted the need to engage with people who use the Fridge & Cupboard, possibilities being considered include a whiteboard to sign post people to how they connect with others. 	<p>NC</p> <p>CB</p> <p>CB</p> <p>CB</p> <p>CB/CM/SP</p> <p>CB</p> <p>CB/NC</p>

	<p>SP suggested having a volunteer available to pick-up a conversation with those queuing for the Fridge & Cupboard</p> <p>iii. CB advised she is currently consulting with a lady retiring from the CAB to provide a volunteer triage to fill the gap, a couple of hours a week. Also next week's 'One Stop Shop' will provide a unique opportunity to talk to visitors and we are also talking to Waverley Voluntary Action about the possibility of bringing a group to the Centre, once a month, to help with the Pop-up Café.</p> <p>f) NC agreed with the suggestion that staff and trustees should have the opportunity to meet to discuss and get to know the projects better.</p> <p>2) Trustee Paperwork. All trustees and staff to download and sign copies of three documents – Code of Conduct & Role of Trustees, Conflict of Interest Form and Trustee Declaration. Scanned documents to be returned to JH.</p> <p>3) Independent Examiner. HW advised that he has identified a possible new Independent Examiner to audit the accounts and will report back in due course.</p>	<p>CB/PE/CM/CP/SP/JS</p> <p>HW</p>
<p>7.</p>	<p>CENTRE OPERATIONS. CB updated on some of the projects mentioned in her Centre Manager's Report and urged everyone to read the supporting reports:-</p> <p>1) Centre Manager's Report:-</p> <p>a) Income is looking healthy. Several new groups on board due to more flexibility now with the Youth Centre.</p> <p>b) Additional funding for the Girlz Club is now in the final stage.</p> <p>c) New assistant youth leader appointed. We have applied to National Youth Association for four training bursaries for youth working qualification training.</p> <p>d) Transport for the 2-days off site for Girlz Club finally arranged. CB stated cost of transport has been a major issue which CP will pick up as part of a Surrey County Council Project. CB thanked PE on behalf of the girls for funding the activities.</p> <p>e) There has been a significant up-turn in people using the Community Fridge & Cupboard. We have now implemented a ticket system as people are coming along an hour before opening times and will be introducing a membership scheme and information on what it is here for as part of a re-launch after half-term.</p> <p>f) Several Ukrainian families now using the facility and we have arrangements in place for disabled/housebound families. We are</p>	<p>CP</p>

also collating a Resource Sheet to handout to families requiring additional help.

- g) The weekly Homestart Stay & Play Sessions have started - only one space currently available!
- h) Next week and then starting weekly after half term, we will be offering lunches via the Pop-up Café to hopefully encourage people to come along to the Centre.
- i) CB/CP currently in discussion with Surrey County Council in respect of parenting support for 7 to 11-year-olds and the possibility of converting the Family Centre to a Family Hub. **CB/CP**
- j) We have funding from Farnham Lions to join-up with the space2grow Talking Teens Group to provide daytime sessions.
- k) **SHIP/WISH** members currently fighting lots of their own personal issues. However, we will look at the possibility of the ladies concentrating on WISH – find funding, pull together agencies previously involved. Establish a peer support group with help from Family voice/NAS Surrey. **CB/NC**
- l) Sunflower Lanyards to be sourced to facilitate quiet hours for families before activities begin.
- m) **Marketing.** Good response from social media – Facebook/ Newsletters.
- n) CP/CB updated on plans for the Jubilee Celebrations. Volunteers wanted to help with the Community Lunch for 120 people.
- o) PE stated she is still keen to have a Men in Shed Group in Upper Hale. CP is aware from a recent posting on Facebook that someone is looking to set-up a similar group so will follow this up. **CP/PE**

2) Finance

- a) NC, last year all looking good. However, next year (see 'budget' below) may not be so good.
- b) Review Free of Charge bookings. Check Hallmaster as to what sessions involved. **CB**
- c) PE confirmed that any monies remaining from the funding for the Girlz Club should be held over and spent on Girlz Club.

3) Budget

- a) The 2022/2023 Budget recently prepared was highlighted. It was noted that the Budget forecasts a significant deficit for the year, and although such a deficit is sustainable in the short term, as the charity holds surplus funds, it would not be sustainable in the medium to long term. It was also noted that deficits had been **HW/PE**

	<p>predicted in previous years, but income generally proved to be higher (for example, through grants and/or donations). Given that in the previous year a significant Government Covid grant had been received, it would be good to consider and work towards maximising all income opportunities in the current year, in case other such grants were not available. Any future projects will need to cover core costs. Cllr PE noted that other local charity groups had found success with Community Lotteries, and it was agreed to review this. On this basis, the Board agreed the Budget as it stands.</p> <p>b) NC suggested reviewing our fund-raising strategy with regards to replacing the £24k deficit. Other suggestions were CB to send NC details of a couple of funding pots with regards to Covid Recovery and CP suggested republishing a few things from the website, eg. Co-Op Local Community Fund on Facebook/in the next Newsletter.</p>	ALL
8.	<p>ANY OTHER BUSINESS</p> <p>1) CP announced Health & Equalities won an award.</p> <p>2) Budget Structure. JS flagged up that a lot of equipment had been purchased for the Youth Centre. NC asked CB to provide a Youth Centre short/medium/long term budget for consideration.</p> <p>3) Rainbows Outstanding Debt. JS advised that there is over £700 outstanding to Rainbows. CB to contact Rainbows regarding payment.</p> <p>4) Water. CB advised that the Centre is currently using an extraordinary amount of water, maintaining the young fruit trees in the Orchard. SP suggested making everyone aware, water is not free, it costs and is not unending! CB to look at the possibilities for installing additional water butts.</p> <p>5) Reputation/Safeguarding Issue. NC/CB updated the board on a recent complaint which CB has addressed and taken steps to ensure future safeguarding. However, it should be noted that this issue is in the public domain as it was published on Nextdoor, albeit that the post was later removed.</p>	<p>NC/CB</p> <p>CB</p> <p>CB</p>
9.	DATE OF NEXT MEETING – Tuesday 6 th September at 4:00 pm.	
10.	NC closed the meeting at 6:15 pm thanking everyone for attending.	