

## Centre Administrators Report February 2022

### Community Fridge & Cupboard

The Community Fridge & Cupboard moved into what used to be the IT room on the 10<sup>th</sup> December. We have installed new shelving. All of the old IT equipment has been recycled.

We need to decide what happens with the IT room on Hallmaster, does this remain on Hallmaster and get renamed as the Fridge & Cupboard? which will ensure we continue to keep a record of the room costs. Jean has been speaking to Hallmaster to understand the best way forward. Update to come in due course.

### Pop Up Community Café

The Pop Up Café opened at the Christmas Fayre and raised £250.53.

We continue to lease the Coffee Machine and we allow some of our regular hirers to use it and we charge £1.00 a cup. We are also planning on opening the Pop Up Café during the Easter Holidays. We will be taking the coffee machine to the Farmers Market when we are running the tea tent in April. The money raised at these events is covering the cost of the machine.

### Centre Maintenance and Updates

- Men in Sheds have now installed our new gates and arch.
- Obtaining 3 quotes for a path from the new gates to the existing path by the roadside, and a path across the community garden.
- Obtaining 3 quotes for lighting along the garden path only two of the upright lights are not working full of soil this is a recurring issue. So looking at different options.
- Decorating of the lounge and reception area is in progress.
- Mural in reception area is nearly completed just need to add photo frames and display boxes. Artist to return once the decorating of the reception is completed this is to continue mural around the remaining walls just to fully complete the look and feel.
- Annual roof inspection has taken place.
- Obtaining quotes to get the flooring replaced in the lounge area
- Guttering has been cleared and photographic evidence received to confirm 100% working order.
- Awaiting plumber to change pipe work for the Urinals in the gent's toilets. This will ensure going forward the traps can be cleaned and emptied on a regular basis.
- Kitchen taps are going to be replaced due to them leaking
- Investigating replacing the tables and chairs for the main hall and training room
- PAT testing is taking place on the 17<sup>th</sup> February

### Bookings & Hirers.

All of our regular hirers are still with us

Church on the Hill are still only using the Centre once a month this will be reviewed in April 2022.

Oliver Watts a local Paramedic has booked the training room again for a week in April to carry out a First Aid course

Karl Irving Upholster has started using the training room on a Thursday evening he is looking to hire in the day as well.

### New Hirers

Frimley Park Respiratory Team

Main Hall, Lounge & Consulting Room it's a 3 month Booking every Monday 9am till 1pm

Since December we have received 21 enquires in relation to hiring, primarily the interest has been the Main Hall for parties.

14 bookings confirmed

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

4 No responses chaser emails and calls made

- 1 adult party which at present we are not hosting due to the rise in COVID cases.
- 1 Conflict of interest Restorative Practitioner wanted to hold a mediation session

### **Cancellations**

- 80<sup>th</sup> Birthday Lunch due to COVID concerns
- Mind Charity Christmas Crafting due to COVID
- 1 Day Mosaic Workshop in March due to other commitments
- 3 NCT sessions due to COVID

### **Deposits**

I would like the board to consider allowing us to make changes to our hirers having to pay a £20.00 deposit.

In the 23 months that I have been working at the centre we have never retained anyone's deposit due to any damages. It is time consuming having to track and contact hirers to refund the £20.00.

My suggestion would be that we continue to take a £200.00 deposit in relation to social activities where alcohol will be consumed.

### **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 page – 68 posts from 1<sup>st</sup> November to date and reached 28, 823 people  
Community Fridge & Cupboard -43 posts from the 1<sup>st</sup> November to date and reached 21,304 people

### **Swap Shop**

Continues to be used by the community, we have one volunteer who has agreed to come in once a month to sort the cupboard out and take items to local charity shop. We still continue to get individuals within the community donating toys and books. This means we have not had to put a call out for any new donations to date.

### **Volunteers**

Our volunteers continue to do a fantastic job in supporting all the different projects we have in flight at the Centre. We held a Thank Christmas lunch on at the centre on the 9<sup>th</sup> December this was well attended.

Surry choices have been in contact and we are looking at getting two new volunteers to come and help with back office jobs for the Community Fridge & Cupboard. The volunteers will have support workers with them.

Once the weather improves we will have two students returning to assist in the garden from Ridgeway school.

### **Recycling Unit**

Since the previous board meeting we have received the following sums of money following the community using the textile recycling unit situated in the garden.

November	£19.05
December	£26.55
January	£32.55