



**The Board of Trustee Meeting of
Hale Community Centre
Wednesday 24th February 2021 –
4:00 pm**

Present:	Norma Corkish (NC)	Chair
	Cathy Burroughs (CB)	Centre Manager
	Cllr Pat Evans (PE)	Farnham Town Council
	Cllr Penny Marriott (PNM)	Waverley Borough Council
	Cllr Peter Marriott (PTM)	Waverley Borough Council
	Simon Porter (SP)	Trustee
	Cllr Stephen Spence (SS)	Surrey County Council & Trustee
	Jeremy Stewardson (JS)	Temporary Treasurer
	Jean Hounsham (JH)	Trustee (Minutes)

Apologies for Absence: None received

		Action
1.	DECLARATION OF INTEREST – None received	
2.	NC opened the meeting by way of an introduction to JS who was observing today's meeting in his capacity as temporary Treasurer.	
3.	MINUTES OF THE PREVIOUS MEETING dated 4 th November 2020 were agreed as a true record of said meeting.	
4.	<p>ACTIONS UP-DATE: -</p> <p>1. AUTOMATIC DOOR (<i>Board 4 (a) – 12th Jul 2018</i>) – complete thanks to grant from Farnham Institute.</p> <p>2. ACTION PLAN. (<i>Board 3 (b) – 27th Feb 2018</i>) and BUSINESS PLAN to remain on hold until situation more stable.</p> <p>3. ADD SIGNATORY FOR BANKING. (<i>Board 8 – 12th Jul 2018</i>) – no further action. Both CB and JS are signatories.</p> <p>4. GDPR TRAINING. (<i>Board 5 (b) – 16th Oct 2019</i>) – 2 Trustees still to complete.</p> <p>5. STATUS OF OURSELVES (Charitable Incorporated Organisation and Membership) – on hold until face to face meetings resume. PTM advised 40 Degreez currently going through this process so he will be able to share feedback on their progress.</p>	<p>NC/CB</p> <p>CM/SS</p> <p>NC/PTM</p>

<p>5.</p>	<p>BOARD BUSINESS</p> <ol style="list-style-type: none"> 1. UPDATE ON YOUTH FACILITY. NC advised that despite positive discussion with SCC this project is on hold awaiting confirmation from SCC that they will cover the required works. Funding applications are at the wait and see stage. 2. DATA PROTECTION POLICY. The draft Policy circulated with the Agenda (<i>paper 4(b)</i>) was adopted without comment. 3. ENVIRONMENTAL POLICY. The draft Policy circulated with the Agenda (<i>paper 4(c)</i>) was accepted subject to regular monitoring to review the various challenges and demands of sustainable development. 4. POTENTIAL VOLUNTEER BOOKKEEPER. As a result of an advert on the Reach Volunteering website for a Treasurer, a local Bookkeeper has come forward and offered her services. To conform with HRMC requirements, as a sole trader, she has asked for 'Proof of Identity' – photocopy of a passport, driving licence, utility bill etc – from all the Trustees. Data Protection issues aside, those present where not in agreement with supplying such information albeit that the relevant documents would be photo-copied and uploaded to a secure area. SP offered to make enquiries of his own Bookkeeper as to whether this is a necessity in view of details already being readily available on both Companies House and the Charity Commission websites. 	<p>NC</p> <p>NC/CB</p> <p>NC/SP</p>
<p>6.</p>	<p>CENTRE OPERATIONS. CB updated the meeting on the various aspects of her Manager's Report (<i>papers 5(a) to (c)</i>). There is a lot going on!</p> <ol style="list-style-type: none"> 1. GIFT AID. Now the Centre can claim Gift Aid, we are looking at how we encourage donations going forward via the Website, Facebook, etc. 2. GIRLZ CLUB. One of the most disappointing aspects of the three lockdowns has been the difficulties encountered with continuing this group via Zoom especially after losing Emma. The current youth workers have struggled keeping the girls involved and now no longer want to take control. We will therefore recruit a new female leader, as we would like to maintain the current dynamics of this being a girls' only Club. 3. COMMUNITY FRIDGE. This project is going from strength to strength, especially now we have Katie Burnhams on board as Co-ordinator. 4. SPACE2BREATHE. Our latest partnership with Space2Grow and the Parish of Badshot Lea & Hale has already demonstrated how much it was needed! 	<p>CB/NC</p>

Volunteers, led by Jocelyn Close (Co-ordinator), got up to speed quickly and have done a fantastic job! We now have a pool of volunteers, including ex-teachers who we hope to keep on board when Schools go back on the 8th March to facilitate an After-School Club, etc.

We have also been providing cooked lunches for local families – 60 hot meals once a week for approximately 20 families. Local 5-star volunteer Chef – Tim - has been amazing!

PE, donning her Mayor's Hat, took the opportunity to thank CB for steering an incredible project!

5. **WRAP'S FOOD WASTE ACTION WEEK** - from Monday, 1 March through Sunday, 7 March the Centre will be supporting this, raising awareness of the environmental consequences of wasting food and promoting activities that will help make wasting food a thing of the past. Further details hopefully in the local press next week.
6. **OPPORTUNITIES COMMUNITY PROJECT.** The Centre looks forward to the Opportunities Group returning in due course.
7. **PROFIT AND LOSS ANALYSIS** (*paper 5(d)*) provides a year-on-year comparison over the course of the last three years - 2018/19, 2019/20 and 2020/21 – highlighting the hit we are taking to our trading income; as well as identifying future possible income streams.

NC confident that there would be opportunities, due to COVID-19, for the Centre to pick-up new donations. NC/CB recently spoke to Catherine Powell regarding her Newsletter which will include an appeal for donations and volunteers for the Centre.

SP asked what we were doing to keep in touch/give feedback to regular donations to which CB advised special targeted Newsletters and updates will be an essential part of our processes going forward. An initial Virtual Newsletter was sent out in December.

8. **VOLUNTEERS.** Following a recent volunteer recruitment drive, we now have 21 regular volunteers compared to 6 this time last year. From these 21 volunteers we are hopeful of enlisting someone to help with Social Media/ Marketing and, also a Project Co-ordinator to look after the various projects.
9. **THE FUTURE.** Now the Government have released a Road Map out of Lockdown, we can begin making plans for regular groups to come back and to restart our community sessions – coffee mornings, afternoon tea sessions, etc – to boost support for being back in the Centre.

The team have done a fantastic job during lockdown and should be congratulated for everything they have achieved. SP agreed and suggested that a representative from the Trustees attend any future community sessions, to underline the Board's appreciation of the work the team are doing!

NC/CB

CB

CB

7.	<p>MANAGEMENT ACCOUNTS.</p> <p>1. UNRESTRICTED - INCOME & EXPENDITURE - YTD (<i>paper 5(g)(2)</i>). JS explained that the current surplus is mainly due to the Government Grants and provides a buffer for next year as hirers are likely to need time to re-build their groups. A cautious but positive position as we exit lockdown.</p> <p>2. RESTRICTED – INCOME & EXPENDITURE BY FUNDS – YTD (<i>paper 5(g)(1)</i>). JS clarified the various allocation against current projects. NC stated with the number of projects involved, there is no option but to keep going!</p> <p>3. NURSERY BUSINESS PLAN. PE asked if there was currently a Business Plan in place for the Nursery. NC confirmed that a Business Plan would be forthcoming once SCC are able to confirm the building is fit for purpose and we have confirmation that funding for 1 (£10k) session or preferably 2 (£20k) sessions is available. PE asked that Farnham Town Council be kept updated with regards the progress of this project.</p> <p>4. 2021/22 BUDGET (<i>paper 5(f)</i>). JS advised that the budget whilst being realistic, painted a gloomy picture as the assumption was that there would be little, or no Room Hire until July. CB however was confident that it will be better than anticipated!</p>	<p>NC/PE</p> <p>JS</p>
8.	<p>ANY OUTSTANDING MATTERS ARISING FROM THE NOTES OF PREVIOUS MEETING. None</p>	
9.	<p>ANY OTHER BUSINESS. SS advised that tomorrow’s edition of the Farnham Herald would include a letter announcing he is stepping down from the Council and returning to Australia. He will stay on the Board, for as long as possible, either as the SCC representative or as an Advisor/Observer. His contribution to the community as a County Councillor was noted.</p>	
10.	<p>DATE OF NEXT MEETING – Wednesday 19th May at 4:00 pm probably via Zoom but this will be confirmed nearer the time.</p>	
11.	<p>STAFF SALARIES. CB and observers – PE, PNM, PTM and JS - left the meeting at this stage leaving a quorum of four Trustees to discuss and agree the staff’s annual salary increment. NC’s emails dated 23rd and 26th February refers.</p>	