



**The Board of Trustee Meeting of
Hale Community Centre
Wednesday 19th May 2021 –
4:00 pm**

Present:	Norma Corkish (NC)	Chair
	Cathy Burroughs (CB)	Centre Manager
	Cllr Pat Evans (PE)	Farnham Town Council <i>(left the meeting at 5:25 pm)</i>
	Cllr Peter Marriott (PGM)	Waverley Borough Council <i>(left the meeting at 5:30 pm)</i>
	Carol MacFarlane (CM)	Trustee
	Simon Porter (SP)	Trustee
	Catherine Powell (CP)	Trustee
	Cllr Stephen Spence (SS)	Surrey County Council & Trustee <i>(joined the meeting at 4:20 pm)</i>
	Jeremy Stewardson (JS)	Temporary Treasurer
	Michael Young (MY)	Trustee
	Jean Hounsham (JH)	Trustee (Minutes)

Apologies for Absence: Cllr Penny Marriott (PMM) Waverley Borough Council

		Action
1.	DECLARATION OF INTEREST – None received	
2.	MINUTES OF THE PREVIOUS MEETING dated 24 th February 2021 were agreed as a true record of said meeting.	
3.	ACTIONS UP-DATE – AUTOMATIC DOOR <i>(Board 4 (a) – 12th Jul 2018)</i> – to be removed from the Log as now complete.	
4.	<p>BOARD BUSINESS</p> <p>1. YOUTH PROVISION</p> <p>NC updated the meeting on the progress to date with Surrey County Council regarding the old Nursery building, and the discussions she and CB recently had with Brett Patterson about re-use of the BMX track on Council land adjacent to Sandy Hill.</p> <p>CP would likely have a further update regarding Surrey County Council's Youth Provision following her induction at next week's full Council Meeting.</p> <p>PE advised that Farnham Town Council are looking to fund a new BMX track in South Farnham but were supportive of a new track at Sandy Hill and would be evaluating the works required.</p>	NC/CB

turned out to be a real assert for the Group. On Friday last, following a visit to Hale Academy we had 20 girls signed up to attend the group, by Monday, a further 10 girls were on a Waiting List.

Hopefully as lockdown restrictions ease, the long awaited 'Weekend Away' will be back on the Agenda. PE confirmed that the monies are being held in the Mayor's Account. A 'Do' possibly a joint event with the incoming Mayor and involving space2grow, will likely to be arranged for the end of June to enable monies to be handed over.

4. **TALK & SUPPORT.** We now have Council approval for this Group and funding in place for six months from the Farnham Institute.
5. **SPACE2BREATHE.** This group continues to evolve with children's activities during half term and girl's self-defence sessions, even though number of volunteers has reduced through them returning to their pre-lockdown activities with an impact on the sessions we can currently offer.
6. **PR/MARKETING.** We continue to work hard maintaining our presence on various social media platforms and have begun rationalising our promotional style to make our marketing more effective. A new self-service donate button, enabling both ad-hoc and regular donations is now up and running on the website.
7. **FARNHAM MARKET.** HCC will be hosting the refreshment tent at this weekend's Market and will be at Party in the Meadow in June.
8. **HEALTH & SAFETY.** The new automatic door mechanism was damaged on Monday when the mechanism fell off the wall. The door has been made safe, whilst we wait for the Company to affect the necessary repairs.
9. **BI-LATERAL FLOW TESTS.** With the changing situation it was agreed that staff and volunteers should now be offered the option of providing regular Bi-Lateral Flow Tests, with the caveat that the centre will co-ordinate availability of the tests, as well as providing an explanation as to why they are being introduced.
10. **MAINTENANCE OF THE BUILDING.** After an extensive discussion with regards to lack of maintenance during the pandemic, JS suggested that with the current excess of funds, something more ambitious than just decoration should be considered.

NC suggested the forming of a sub-group to consider various suggestions, including extending the Hall, putting aside a chunk against a Youth buffer, Brett's proposal, doctor's surgery, apprenticeship scheme and the integrated view of what Hale needs/wants? CP indicate that she would like to be included in this group.

In the meantime, Trustees agreed they were in support of painting and decorating the building and that CB go ahead with the purchase of new tables/trolleys.

CB

CB

NC

CB

	<p>CP suggested that a call go out via North Farnham Voice for volunteers to help with the painting and decorating and Allianz will be contacted with regards to another 'staff bonding' day.</p> <p>11. STAFFING. All staff are now back to working their contractual hours with regular monthly team meetings and weekly operation meetings in place.</p> <p>Following a wide-ranging discussion, Trustees agreed to a management recommendation (CB) to increase the Administration Assistant's hours to 24 hours/week from the current 18½ hours/week in recognition of the extra time needed to undertake her role successfully – a financial breakdown is attached to these minutes.</p> <p>12. TREE PLANTING ON THE ESTATE will involve consideration being given to which part of the estate is the most suitable to accommodate any chosen whips and co-ordination regarding watering, public liability insurance for planting, etc. PGM suggested a possible solution would be to adopt a group to look after the whips/trees.</p> <p>13. NATIONAL VOLUNTEER WEEK. It was suggested and agreed that a tea-party would be arranged for early evening on Friday 4th June, providing an opportunity for both Trustees and Volunteers to meet and build relationships. CP offered and it was gratefully accepted, to source and present volunteers (15 in total) with a pot plant. A group photograph will be taken to mark the event.</p> <p>14. COVID-19 VACCINATION STATUS. SP confirmed that the Seniors Group would return to the Centre on the 23rd June. Although the Centre is not asking groups to confirm their vaccination statuses, SP will take further advice as to whether to ask the Seniors if they have had their vaccinations.</p>	<p>CB/CP</p> <p>CB</p> <p>NC/PGM</p> <p>CB/NC/CP</p> <p>SP</p>
6.	<p>ACCOUNTS. JS reiterated apologies for not being able to send out the accounts information with the Agenda – a lot of work still to do in the Zero Accounts System.</p> <p>Following an update from JS on the information circulated earlier NC said, 'looks good, on the right side' and thanked JS for all his work to get the figures out today.</p>	
7.	<p>ANY OUTSTANDING MATTERS ARISING FROM THE NOTES OF THE PREVIOUS MEETING. None.</p>	
8.	<p>ANY OTHER BUSINESS.</p> <p>1. NC optimistic next Trustee Meeting will be at the Centre, to enable us to look at the business plan and pros and cons of becoming a Charitable Incorporated Organisation.</p> <p>2. COMPOSITION OF THE BOARD. NC announced that it would be a good idea to recruit an additional Trustee with HR experience.</p>	<p>NC</p>

	<p>SS extended congratulations to CP and confirmed that she would likely be the Board's official Surrey County Councillor after the Council Meeting next week.</p> <p>Although no longer a Surrey County Councillor, SS confirmed he will continue as a Trustee until he leaves for Australia in September/October and offered his support with regards HR until a new Trustee can be appointed.</p> <p>3. CB revealed that following the recent interviews, MY has offered his services to be a 'sounding board' on a regular basis.</p> <p>4. A mosaic has been commissioned for the front of the building.</p>	NC
9.	DATE OF NEXT MEETING confirmed as being 1 st September, 2021	
10.	NC closed the meeting at 18:15hrs thanking everyone for attending.	

ADMIN NOTES:

Initials on future Minutes for Cllrs Peter & Penny Marriott to be changed to PGM and PMM respectively.