



**The Board of Trustee Meeting of
Hale Community Centre
Wednesday 1st September 2021 –
4:00 pm**

Present:	Norma Corkish (NC)	Chair
	Cathy Burroughs (CB)	Centre Manager
	Cllr Pat Evans (PE)	Farnham Town Council
	Carol MacFarlane (CM)	Trustee
	Cllr Catherine Powell (CP)	Surrey County Councillor & Trustee (via Zoom) (left the meeting at 5:00 pm)
	Michael Young (MY)	Trustee
	Jean Hounsham (JH)	Trustee (Minutes)
Apologies for Absence:	Simon Porter (SP)	Trustee
	Jeremy Stewardson (JS)	Temporary Treasurer

		Action
1.	DECLARATION OF INTEREST – None received	
2.	MINUTES OF THE PREVIOUS MEETING dated 19 th May 2021 were agreed as a true record of said meeting.	
3.	<p>ACTION UPDATE. NC asked for the following items to be removed from the Action Log: -</p> <ol style="list-style-type: none"> 1. <i>Meeting 16/10/19</i> – Item 8 – Festival of Celebration May 2020 and Item 10 – School Volunteer for children’s’ reading sessions 2. <i>Meeting 16/10/19</i> – Item 10 – a meeting to be arranged with SHIP. Refer to Item 5.5 of these Minutes regarding future Meeting to be arranged with SHIP to agree their aspirations and intentions for the future. 3. <i>Meeting 05/03/20</i> – Item 5a – Use of the Consultancy Room. CB confirmed one consultancy group currently using the room on a quid pro quo basis. 	NC/CB
4.	<p>BOARD BUSINESS</p> <ol style="list-style-type: none"> 1. NC advised that Stephen Spence had now stepped down from the Board, but it was hoped that there would be an opportunity to meet up with him prior to his departure to Australia. 	NC

<p>2. DRAFT REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2021 – NC explained that whilst there is still plenty of time to complete the report, she wanted an initial draft agreed in readiness to add the financial information, etc as and when it's finalised.</p> <p>Any comments on the initial draft to NC by Monday 6th September.</p>	<p>NC/ALL</p>
<p>3. STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDING 31ST MARCH 2021: -</p> <p>a) RESOURCE ITEM. This item covers anything that is purchased to facilitate an event, e.g., craft materials for Girlz Club, etc.</p> <p>b) Code Club equipment now on order, as of today!</p> <p>c) GIRLZ CLUB UNDER-SPEND. We are currently waiting to see what happens with regards the under-spend. Our current intention being to re-start the Senior Girlz Group, continue with the self-defence session, which the girls have enjoyed and hopefully begin to plan PE's Awayday for around Easter 2022 time.</p> <p>d) Balance Sheet is a snapshot of where we truly are; final balance looks large but the reality when restricted (£61k), refurbishment (£51k) and set-aside monies (£22k) are taken out is that we have £20k left to do what we want to do.</p> <p>e) £12K COUNCIL GRANT. July figures look good, but we still need to be cautious, especially as it's still too early to know for sure how things will work out. CB advised that core costs are now being included in grant applications where possible.</p> <p>f) LETTING COSTS. PE asked if any review of letting charges had been carried out. CB advised that HCC are comparable. Size of the Hall, insufficient space at core times and the parking issues are deterrents; we try, where we can, to be flexible for local hirers and franchise groups run by local people.</p>	<p>CB</p>
<p>4. MANAGEMENT ACCOUNTS – <i>Item 5.2 of the agenda</i> – includes Grants. NC asked for figures to be presented on a quarterly basis going forward; expenditure on Cleaning looks misleading but should right itself next quarter; Kathryn now using software (Xero) for forecasting; the £63k Restricted to be teased out going forward. CB/NC both acknowledged Kathryn is great – we are lucky to have her!</p>	<p>NC/CB</p>
<p>5. TRUSTEE PAPERWORK. NC advised that we are currently working on a Shared Google Area where Trustees will be able to download Paperwork, including Agendas and Minutes, instead of documents having to be emailed.</p>	<p>NC/CB/JH</p>

	PE took the opportunity to compliment the team on their professional standards with regards to how paperwork was presented for meetings, etc	
5.	<p>CENTRE OPERATIONS. CB updated on her Management Report. As usual we are quite busy!</p> <p>1. PR/MARKETING: -</p> <p>Bookings are good and looking up – anticipated percentage breakdown around 80% return/20% new bookings. CP offered to push venue hire on the North Farnham Facebook in respect of Family Events, etc.</p> <p>MY recently viewed and complimented staff involved in the Centre’s successful Facebook activity.</p> <p>PE suggested Crondall as a possible target audience for bookings and that there may be opportunities to work with the refurbished St Marks in respect of Wedding Receptions, Wakes, etc. Photographs of the hall dressed for the more popular events should be to hand to show to would-be hirers.</p> <p>MY asked if there was any available data to identify the current niche market of Users; although no data currently available, CP thought it was probably mainly younger Mums, etc.</p> <p>2. CONSULTATION ROOM. PE asked if there was any update on the Consultation Room being used as a Doctors’ Surgery? CB advised that she and CP were currently in discussions and anticipated the next 12-months would probably provide the best opportunity to move forward on this.</p> <p>Other opportunities being considered for this room are short lets to individuals who need office space although again parking and possible storage maybe a disadvantage.</p> <p>3. SURREY COMMUNITY FUND GRANT. £10k funding grant from Surrey Community Funding to enable the community fridge and swap shop to remain open has been successful, although space for swap shop maybe a problem going forward.</p> <p>4. IMPACT ASSESSMENTS. CB confirmed that now the centre’s overall impact in the community had increased; measures were being put in place to track the success of future advertising campaigns, although word of mouth was still considered responsible for most new bookings.</p> <p>5. JOINT ACTION TASK FORCE. CB reported that encouraging the community to report anti-social behaviour was having a positive effect on the Estate; although CP advised Surrey County Council is struggling to get individuals to complain with regards to pavement repairs and</p>	<p>CB/CP</p> <p>CB</p> <p>CB/CP</p>

restoration of lighting. 'If people don't complain, nothing is likely to happen!'

Consideration currently being given to re-establishing SHIP with the wider remit of Resident's Association; community lead, supported by Agencies. Someone from the Estate will be needed to run the Group although no one obvious candidate has been identified.

PE suggested starting a 'Men in Sheds' group providing there was someone suitable to lead? Although the current Farnham group have members from Hale there are no members from Sandy Hill. Repair Café was also considered although they don't have sufficient volunteers available.

6. **COMMUNITY ENGAGEMENT AND HEALTHWATCH.** To provide quantitative data to support future funding bids and projects we have commissioned Healthwatch to undertake some research and focused engagement activities for us for us to understand the needs of the community through the analysis of national and local statistics and engaging with residents with a wide variety of requirements and priorities to listen to what they want and what services / support they want. The concern is that existing health inequalities have deepened and services such as the Family Centre have been restricted to such an extent that many are missing out on the support and help, they need: the Family Centre only deal with Level 3 upwards referrals for targeted support, there is no universal access to things like breastfeeding clinics or infant play and stays.
7. A parent peer support group for carers of children with additional needs has been set up to provide a forum for support and information exchanging. One listener from the charity I'm All Ears will hopefully be supporting this session shortly.
8. **POP-UP CAFÉ** has been a good experience but will now stop, as its served its purpose and is too labour intensive to continue. The coffee machine will be retained for the time being.
9. **GIRLZ CLUB** is going well. Jos and staff are working on a plan for the Autumn term involving Year 7. Year 6 girls will be invited to join the group at Christmas.

We will also look to re-instate Senior Girlz Club for Year 9 and previous members. The format for the group will be left to the girls to decide.
10. **YOUTH FACILITY FUNDING.** NC announced that having made a final submission to the Reaching Community Lottery Fund at the end of July, we were this week advised that we had been successful with a grant of £255,184 over 5 year. Whilst the case for support was strong given no

NC/CB/CP

	<p>provision for youth in North Farnham a lot of work had gone into submissions to the fund by the Chair and Manager.</p> <p>Regretfully, Surrey County Council have not fulfilled their objective – the specification now needs to be redrawn before anything can go out to tender, so we might be looking at 2 months’ wait before work can start. And new Heads of Term are anticipated.</p> <p>Both NC/CB grateful for the help they received from CP with regards Surrey County Council.</p> <p>What now... we are looking at using the Scout Hut to run something in the interim. We are yet to confirm Reaching Communities will be able to release funds for this.</p> <p>11. PROJECT CO-ORDINATOR decided that the role was not for her, so resigned at the end of her 3-month probation period. With 9-months of the grant still to go, NC/CP have formed a plan, so as not to have to go out to recruitment again. Emma Swinden the previous leader of the Girlz Group will be taking on the engagement role for 10 hours a week and Tracey Yates (Interim Youth Worker) will be asked to pick up the other 5 hours. Both are familiar and well known on the Estate so this should work well!</p> <p>12. Following an enquiry from ML to CB on how she is coping, CB divulged a ‘Wobble’ she recently had, brought on by an HR issue. Even though the issue is now over – thanks to NC, Trustees were concerned and expressed various ways HR issues could be tackled – training, invest in software, use a bureau for HR/Payroll as does Farnham Town Council, delegate some of the HR role to others, etc.</p>	CB
6.	<p>ANY OTHER BUSINESS</p> <p>1. The Deputy Lord Lieutenant will visit next week to present the Lord Lieutenant of Surrey's Certificate of Recognition the Centre has been awarded in appreciation of our response in supporting the local community during the Covid 19 pandemic.</p> <p>2. FARNHAM IN BLOOM PRESENTATION – 16TH SEPTEMBER. NC/CB unable to attend; PE agreed to deputise.</p> <p>3. NC advised that discussions with regards Governance and the Business Plan deferred to next meet.</p>	NC/ALL
7.	<p>DATE OF NEXT MEETING – Wednesday 24th November 2021.</p>	
8.	<p>NC closed the meeting at 17:35hrs thanking everyone for attending.</p>	