

Hale Community Centre					
Board Actions Log					
Carried forwards:					
<b>Meeting 16/11/2017</b>					
3.b	SP	Write to local contacts for any potential sponsorship/ financial support to the bungalow	26/01/2018	In progress	NC will draft a 'case for support' and circulate to members for approval 12/7/18
<b>Meeting 27/02/2018</b>					
3.b	NC/CB	Revise the action plan attached to the Business Plan & circulate to members	08/05/2018	In progress	Meeting scheduled. Will then circulate.
<b>Meeting 12/07/2018</b>					
4.a	NC/CB	Explore funding for an automatic entrance door	03/10/2018	y	grant applied for from CALA - folly hill developers
8	CB/SP	CB to add SP as a signatory for banking	01/07/2019	y	As Jeremy is acting Treasurer we have enough signatories
No.	Owner	Issue/Action	Date	Completed	Update
<b>Meeting 14/03/2019</b>					
4.a	NC	Circulate a business case for a Facilities Manager role & CB's increased hours for a decision.	08/05/2019	y	
4.b	NC	Circulate an email to gather availability for a sub-group to review the Memorandum of Association & Articles.	29/03/2019	y	Verbal update to be provided at Board 8/5/19
4.c	CB	Add AGM date/ time to website and put a poster up in the Centre.	08/04/2019	y	
4.d	NC	Discuss requirement for outstanding paperwork with Julia	08/05/2019	y	
5.a	CB	Amend future reports to list Seniors Group under centre initiatives.	08/05/2019	y	
5.a	NC	Enquire with Waverley/ Surrey CC over Section 106 contributions & how to apply for funding for capital projects	08/05/2019	y	
5.a	CB/NC	Apply for Councillor Stephen Spence donation for 2019/20	08/05/2019	y	Donations received for Cookery sessions
5.b	NC	Raise with Vivid the un-authorized use of the training room which has occurred	08/05/2019		
5.b	CB/NC	Circulate a two year financial forecast	08/05/2019	y	
<b>Meeting 08/05/2019</b>					
5.b	NC/NA	Draft Annual Report and Accounts to be brought to the July 2019 meeting	01/07/2019	y	
8	NC/CB	Meet to discuss Dropbox requirements/ user access	01/07/2019	y	
<b>Meeting 24/07/2019</b>					
3.a	NA	Circulate Sue's Children's Centre Update with the mintues	16/08/2019	y	
4.a	NC/ JS	Finalise the Annual Report & Accounts	16/10/2019	y	
4.a	NC/ JS/ RT	Agree if a restricted fund is required for a parking fund out of general reserves.	16/10/2019	y	Not required
5.a	SP/ CB	To add a Seniors event to the event calendar for 1st October, to include the Senior's Club	16/08/2019	y	Full calendar of events already in
5.a	CB	Provide confirmation to the board once the Academy have allowed HCC to retain its access and parking		y	NC provided verbal confirmation at meeting 16/10/19
5.b	JS/ RT	amend the draft budget to include Kim's salary and the agreement for CB's bonus and increased hours	16/08/2019	y	
6	NA	Hale Community Centre Ten Year Anniversary to be moved to the next agenda	16/10/2019	y	
8	NA	Circulate Trustee documents to new Trustees to complete with the minutes	16/08/2019	y	
8	CB	Arrange for SHIP to liaise with Space to Grow over possible joint-working/ events	16/10/2019	y	Links made
<b>Meeting 16/10/2019</b>					
5.a	JS	The amount brought forwards in the accounts contains an error; JS to correct and re-send to NC.	04/11/2019	y	
5.b	NC	Arrange for a GDPR refresher session to precede the January 2020 board meeting.	2020		Online update training sent out to all staff, trustees and volunteers to complete
6.b	RT	Re-forecast the payroll budget to include the administration assistant and CB's bonus/ additional hours.	2020	y	Q3 Management Accounts to be updated
6.b	CB	Update the board on if it is recorded where new business comes from and if it is felt that new signage at the front of the centre would increase bookings.	2020	y	
7.a.	RT/NC	Devise a Risk Register for review at each board meeting	2020	y	
7.c	NC/CB	Update the Safeguarding policy in light of GDPR for the January board meeting	2020	y	
7.d	NC/CB	Update the Equal Opportunities & Diversity policy in light of GDPR for the January board meeting	2020	y	
8	NC/ CB	Create an invite list for the anniversary celebrations for all those who have supported HCC over the past 10 years	2020	y	
10	CM	Submit a Christmas Card design from the craft group to PE	31/10/2019	y	
10	NC	Ask the school re hall hire and an alcohol licence for PE's provisional Mayor's Charity Fundraisers on 8th February 2020.		N/A	
10	CM/ SP	Ask group members if anyone is willing to volunteer at the school for help with listening to the children read.	15/11/2019		
	CB	Explore providing eco-refill products.			On hold at present
<b>Meeting 5/03/2020</b>					
4c	All/NC	Recruitment of new trustees		In progress	All to give thought to who we might approach
4d	NC/ CB	Mem & Arts & Objects		y	Agreed with charity commission. Awaiting Board resolution
	All	Web based GDPR awareness training to be undertaken by all		In progress	Some trustees still have not completed
	NC/CB	To go through Risk Register to ensure that all control procedures were in place		y	new risk register covering COVID-19
	NC/CB	to arrange a meeting to discuss vision, values etc.		on hold	on hold because of lockdown
	NC/CB	We publicise VIVID's April engagement event. We consider a follow-on event with key VIVID and other personnel.		on hold	on hold because of lockdown
	All	Trustees to ensure they are happy with all policies.		In progress	
4f	CB			on hold	to be revisited when possible

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		Carried forwards:	
5a	CB	Use of consultancy room	Removed
5a	CB	CCG community engagement project	in progress
5a	CB/NC	SHIP	in progress
5a	CB/NC	Nursery Site	in progress
5a	All	Further marketing of Mayor's Charity Variety Show. Call for raffle prizes.	Y
5b	NC/CB	To explore High Ashurst as an adventure centre for Girlz Club	in progress
7	NC/CB	to follow up on suggestions for 10th anniversary celebrations	Y
		<b>Meeting 27/05/20</b>	
4a		Trustees CMcF, NC, SS & RT to complete web-based GDPR awareness training	in progress
4b	NC	To send objects to charity commission.	Y
4c	NC/CB	Risk register to be completed	Y
4d	All	Replacement Treasurer	in progress
5a	SC	To approach the blood donation group again	Y
5a	CB	To liaise with Yvonne at 40 Degreez and will keep everyone updated	Y
5b	NC	To write the year-end report and circulate for comments before the next meeting.	Y
		<b>Meeting 23/07/20</b>	
3	SS	Residents Parking - Zoom meeting on Tuesday 28th July	Y
4	CM/SS	GDPR awareness training – CM and SS still outstanding	in progress
5.1	NC/CB	Previous Treasurer to be approached with regards to taking on an interim role.	Y
6.5	CB	Talk to Surrey County Council about community funding for the Sandy Hill Hut.	Y
7.9	CB	Recognition for those volunteers who supported HCC during lockdown	Y
8.3	CB	Shortfalls in finance/capacity information to ensure a better understanding for new Trustees	Y
9	CB	10-year Anniversary poster designed by the Girlz Club	Y
		<b>Meeting 04/11/20</b>	
5.1	NC/CB	End of Year Accounts. Aged Debtors - writing-off of outstanding debts.	Y
6	NC/JH/CB	Trustee Retirements.	Y
7	NC/CB	CIL – Community Infrastructure Levy. Work on a possible application continuing; incl. conversations with the Community as to what they want	in progress
8	NC	Old Nursery/SCC. More work required as to how the space could be used and on SCC's decision on the use of the building following submission of a case for its use for youth.	in progress
9	NC/ALL	Amended Memorandum of Association. Future consideration re Charitable Incorporated Organisation and Membership.	in progress
10	CB	Centre to remain open during third lock-down	Y
11	NC/CB	HCC financially OK. The £25k Business Relief Grant continues to cover cash flow	Y
12	CB	Residents Parking on Sandy Hill / North Farnham Voice involvement	Y
		<b>AGM Meeting 16/12/20</b>	
3	NB	Caveat to the Report of the Trustees is that debtors will need to be reviewed annually in future.	
5	NC	Youth Provision and SCC Nursery Builds. Solicitors looking at SCC's proposed lease and SLA	in progress
6	NC	Several compliments recently received to be circulated	Y
		<b>Meeting 24/02/21</b>	
5.1	NC	Update on Youth Facility	in progress
5.2	NC/CB	Environmental Policy. Regular monitoring to review the various challenges and demands of sustainable development	in progress
5.4	NC/SP	Volunteer Bookkeeper. 'Proof of Identity' – photocopy of a passport, driving licence, utility bill etc – from all the Trustees	Y
6.2	CB/NC	Girlz Club. Recruitment of a new female lead	Y
7.3	NC/PE	Nursery Business Plan.	
7.4	JS	2021/22 Budget	Y
		<b>Meeting 19/05/21</b>	
3	NC	Tree Care Works on both the front and side/rear of the Centre	in progress
4.1.	NC/CB/PE	Farnham Town Council evaluation and funding for a new BMX track in South Farnham	in progress
5.8	CB	Health & Safety. Repair of the automatic door mechanism	Y
5.9.	CB	Staff and volunteers to undertake Bi-lateral Flow Tests	Y
	NC	New Sub-Group to be formed to consider Maintenance of the Building suggestions	in progress
5.10.	CB	Painting and decorating of the building and purchase of new tables/trolleys.	in progress
	CB/CP	Callout via North Farnham Voice for Volunteers to help with decorating	
5.11.	CB	Increase of Administration Assistant's hours to 24/week	Y

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		Carried forwards:			
5.12	NC/PGM	Tree Planting on the Estate		On hold	
5.13	CB/NC/CP	National Volunteer Week Celebration		Y	Thank you lunch held and well received
5.14	SP	Seniors Group Covid-19 Vaccination Status			
8.2	NC	Composition of the Board			
8.4	NC	Mosaic commissioned for the front of the building		in progress	CB/SC have seen progress
<b>Meeting 01/09/21</b>					
3.2.	NC/CB	Meeting to be arranged with SHIP re their aspirations and intentions for the future			
4.2	NC/ALL	Draft Report of the Trustees for the Year ended 31st March 2021		In progress	To be agreed at the Board Meeting
4.3.(b)	CB	Code Club equipment order		y	Laptops purchased and set up, used for first taster session
4.5	NC/CB/JH	Shared Google Area for Trustees Paperwork		In progress	Shared area set up and being populated
5.1	CB/CP	Venue Hire/Family Events to be pushed on North Farnham Facebook		y	
5.2	CB	Ongoing discussions regarding Consultation Room being used as a Doctors' Surgery		in progress	unlikely to happen
5.5	CB/CP	Progress of the Joint Action Task Force complaints		In progress	Group is having results, good progress
5.1	NC/CB/CP	Youth Facility Funding progress		y	Reaching communities bid secured, first payment made
5.11	CB	Project Co-ordinator Job-Share Plan		y	Emma has started, need to make up the hours for the Projects side
6.3	NC/ALL	Deferral of Governance and the Business Plan			