



**The Board of Trustee Meeting of  
Hale Community Centre  
Thursday 2<sup>nd</sup> December 2021 –  
4:00 pm**

<b>Present:</b>	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
	Simon Porter (SP)	Trustee
	Jeremy Stewardson (JS)	Temporary Treasurer
	Michael Young (MY)	Trustee ( <i>via Zoom</i> )
	Jean Hounsham (JH)	Trustee (Minutes)

<b>Apologies for Absence:</b>	Cllr Peter Marriott (PGM)	Waverley Borough
	Cllr Penny Marriott (PMM)	Waverley Borough

		<b>Action</b>
<b>1.</b>	<b>DECLARATION OF INTEREST</b> – None received	
<b>2.</b>	<b>MINUTES OF THE PREVIOUS MEETING</b> dated 1 <sup>st</sup> September 2021 were agreed as a true record of said meeting.	
<b>3.</b>	<p><b>ACTION UP-DATE: -</b></p> <p>1. <i>Meeting 24/02/21</i> – Item 5.1 Update on Youth Facility. SCC revised date for completion to beginning of April 2022.</p> <p>2. <i>Meeting 19/05/21</i> – Item 3 Tree Care Works now completed.</p> <p>3. <i>Meeting 27/05/21</i> – Item 4a &amp; <i>23/07/20</i> – Item 4 Trustees to complete online GDPR Awareness Training. CB to forward link to those trustees still needing to complete this training.</p>	<b>CB</b>
<b>4.</b>	<p><b>BOARD BUSINESS</b></p> <p>1. <b>END OF YEAR ACCOUNTS &amp; DIRECTORS' REPORT FOR THE PERIOD TO 31<sup>ST</sup> MARCH 2021.</b> NC proposed/JH seconded formal approval of the Report/Statement as agreed by N. T Schoolcraft.</p> <p>2. <b>SCHOOL BARRIER.</b> It was agreed that a £1,000 contribution be made to Hale Academy with regards to the replacement of the School Barrier.</p>	<b>NC</b>

3. **YOUTH LEAD** – Tracy Yates – initially appointed on a temporary basis was invited to attend an interview with board members at the end of October. Interviewees agreed that Tracy was the right person for the role; key to the success of the project and has thus had her position made permanent. CB confirmed Tracy was doing a fantastic job – fourteen people attended this week’s Youth Club.

4. **NEW TRUSTEES**

a) NC confirmed that PE would join the Board as a new Trustee at the AGM. It was noted that PE will continue to also be the Farnham Town Council representative on the board provided the Town Clerk has no objections.

b) **POTENTIAL NEW TREASURER** – Harvey Wickham who has an independent financial advisory business in Farnham and is also the treasurer of Farnham Visitors’ Forum has been invited to join the board as Treasurer for a year. The current Temporary Treasurer – Jeremy Stewardson - will stay on to support CB with day-to-day financial matters.

NC to circulate CV.

c) **OTHERS** – Tom Quinn – a local retired cardiologist, who is known to the Centre, will come along to meet with NC and CM with regards to joining the Board next week. Melissa Ellenden – the Chair of SHIP – has also renewed interest in joining the Board.

NC

5. **CHARITABLE INCORPORATED ORGANISATION**

NC explained the Pros and Cons of a corporate form of business designed for (and only available to) charitable organisations in the United Kingdom. The aim being to reduce bureaucracy for the charity. After an extensive discussion it was agreed (PE proposed/CP seconded) that becoming a CIO would not benefit the organisation.

NC reminded everyone, that a further complication to be considered, as part of a wider business strategy going forward, would be memberships. NB: Friends of Hale Community Centre / financial supporters would remain separate from Membership.

6. **TRUSTEE GOOGLE DRIVE.**

It was noted, at this juncture of the meeting, that several delegates had not received their Agenda/Paperwork sent out by email late on Friday 26<sup>th</sup> November. JH apologised for the inconvenience and CB photocopied and circulated copies of the various paperwork.

Details of how to access the Trustee Google Drive containing various Trustee information will be circulated shortly and it was also agreed

CB

	<p>that safe receipt of any paperwork requiring consideration, sent via email, will be a requirement going forward.</p>	
<p><b>5.</b></p>	<p><b>CENTRE OPERATIONS</b></p> <p><b>1. COMMUNITY CHRISTMAS FAYRE</b></p> <p>NC congratulated all those involved in the designing of the Poster for this event.</p> <p>A request to expend £390 on having Mill Cottage Farm animals at the event was agreed.</p> <p><b>2. THRIVING COMMUNITIES FUNDING.</b> An application has been made to Waverley Borough Council's Thriving Communities fund on behalf of continuation of the Girlz Club and the establishment of a Boyz and Code Clubs. Decision should be made known by 20<sup>th</sup> December.</p> <p><b>3. MEN IN SHEDS.</b> PE updated on Farnham Men in Sheds having been expanded to two groups at space2grow in Farnham.</p> <p>NC agreed not to lose sight of continuing to look at possibilities for a shedders group in Upper Hale, if a leader could be found; in the meantime, CP was in discussion with colleagues at SCC regarding local employment for North Farnham which may involve shedders.</p> <p><b>4. PROJECT &amp; ENGAGEMENT CO-ORDINATOR</b></p> <p>a) <b>Project Co-ordinator.</b> It was agreed that an underspend in the Wellness funding be used to employ a Project Co-ordinator (10 hours/week for 1 year) to take over managing and reviewing the activities and services we run.</p> <p>b) <b>Project &amp; Engagement Co-ordinator.</b> A request to use a £12k restart grant received from the Government to extend this role for a further year was considered and it was decided to apply for £12k match funding, including £6k funding through the Farnham Town Council Community Grants Scheme.</p> <p><b>5. JOINT ACTION GROUP.</b> CP gave a brief update on a recent meeting with Waverley Brough Council and the Police regarding possibilities for a new set of steps near the Hut at Sandy Hill for kids to congregate.</p> <p><b>6. MAINTENANCE OF THE BUILDING</b></p> <p>a) <b>COVID-19.</b> In line with national and government advice, we are asking all customers to use masks in communal spaces.</p>	<p><b>PE/NC/CP</b></p> <p><b>CB/NK</b></p>

<p>b) <b>ADULT PARTIES.</b> It was agreed that a blanket policy would be adopted forthwith in respect of not accepting bookings for Adult Parties.</p> <p>c) <b>RECEPTION AREA &amp; LOUNGE</b></p> <p>It was agreed to accept the quote from DMCN Services to decorate the Reception Area and Lounge.</p> <p>Trustees were in favour of obtaining quotes to replace the carpet in the Lounge with hard flooring.</p> <p>It was agreed to replace the ageing sofas in the Lounge with a new sofa (approx. £300) and the three bucket chairs from the Reception Area</p> <p>d) <b>DISHWASHER.</b> The proposal to replace the current Dishwasher with a commercial one (approx. £1,500) was approved. PE suggested approaching the Hedgehogs with regards funding.</p>	<p><b>CB</b></p> <p><b>CB</b></p> <p><b>CB</b></p>
<p><b>7. STAFFING</b></p>	
<p>a) <b>DBS.</b> Due to issues with regards securing Enhanced DBS Checks for staff, it was agreed that CB investigate other DBS Umbrella Bodies with a view to replacing the current user – Community Action.</p>	<p><b>CB</b></p>
<p>b) <b>WELLNESS &amp; RESILIENCE TRAINING.</b> An expend of £300 was agreed to deliver an off-site training course for staff.</p>	
<p>c) <b>SUCCESSION PLANNING.</b> CB updated on recent conversations with NC regarding her intention to scale back over the next two years. Succession planning will be undertaken to look at possibilities to cover CB's basic roles.</p>	<p><b>NC/CB</b></p>
<p>d) <b>APPRENTICE.</b> It was agreed that a review be undertaken with regards to employing an Admin Apprentice. As no Trustee was able to commit to looking at the possibilities of such a role, PE suggested NC contact the Town Clerk at Farnham Town Council, as the Council had recently employed an Apprentice. NC to circulate information regarding employing an apprentice.</p>	<p><b>NC</b></p>
<p>e) <b>PAYROLL FUNCTION.</b> The proposal from Kathryn Frimmond with regards to providing a payroll function (£50/month) was agreed.</p>	
<p><b>Due to the issues with the email circulation of the agenda, in closing on this section of the meeting, CB urged all Trustees to please read her report and the accompanying project updates as they contained essential information.</b></p>	

6.	<p><b>MANAGEMENT ACCOUNTS.</b> JS went through various aspects of the Account Information and answered various questions with regards to core costs, etc.</p> <p>SHIP/WISH currently have outstanding funds. CB to check, as she has no knowledge as to whether they are making an application for grant funding from Farnham Town Council.</p> <p>NC thank JS for his efforts with regards the accounts as Kathryn Frimmond has had to step down earlier than expected.</p>	<b>CB</b>
7.	<p><b>ANY OTHER BUSINESS</b></p> <ol style="list-style-type: none"> <li>1. <b>STAFF CHRISTMAS APPRECIATION LUNCH</b> has been arranged for the five members of staff on the 16 December.</li> <li>2. <b>NEWSLETTER.</b> A new newsletter will be available shortly. HCC are delivering some Christmas cards for St Marks in lieu of full payment for printing our newsletter.</li> <li>3. <b>TREES.</b> CP advised that trees had been planted on the Green at Sandy Hill by a group led by PGM.</li> </ol> <p>A Community Orchard project is also being considered in association with HMS Send Prison as part of next year's Queen's Jubilee Celebrations. The trees will be planted on the triangles of grass in Upper Hall and involve communities with regards planting and how to use the fruit.</p> <ol style="list-style-type: none"> <li>4. <b>LOGO.</b> The 'Green' styled logo was agreed.</li> </ol>	<b>CP</b>
8.	<p><b>PROPOSED DATES OF NEXT YEAR'S MEETINGS:-</b></p> <p style="padding-left: 40px;">Tuesday 22nd February  Tuesday 17th May  Tuesday 6th September  Tuesday 22nd November</p> <p><b>Caveat:</b> If Melissa joins the Board of Trustees, the start time of the meetings may change from 4.00 pm.</p>	
9.	NC closed the meeting at 18:30 hrs thanking everyone for attending.	