



**The Board of Trustee Meeting of
Hale Community Centre
Wednesday 4th November 2020 –
4:00 pm**

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| Present: | Norma Corkish (NC) | Chair |
| | Cathy Burroughs (CB) | Centre Manager |
| | Clr Pat Evans (PE) | Farnham Town Council |
| | Clr Stephen Spence (SS) | Surrey County Council & Trustee |
| | Michael Young (MY) | Trustee |
| | Jean Hounsham (JH) | Trustee (Minutes) |

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| Apologies for Absence: | Simon Porter (SP) | Trustee |
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| | | Action |
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| 1. | DECLARATION OF INTEREST – None received | |
| 2 | MINUTES OF THE ANNUAL GENERAL MEETING dated 23 rd July 2020 were proposed (PE) and seconded (NC) as an accurate record of said meeting. | |
| 3 | MINUTES OF PREVIOUS MEETING dated 23 rd July 2020 were agreed. | |
| 4 | <p>ACTIONS UP-DATE: -</p> <p>1. AUTOMATIC DOOR (<i>Board 4 (a) – 12th Jul 2018</i>) – now complete thanks to grant from Farnham Institute.</p> <p>2. ACTION PLAN. (<i>Board 3 (b) – 27th Feb 2018</i>) – in progress</p> <p>3. ADD SIGNATORY FOR BANKING. (<i>Board 8 – 12th Jul 2018</i>) – remains outstanding</p> <p>4. GDPR TRAINING. (<i>Board 5 (b) – 16th Oct 2019</i>) – 2 Trustees still to complete.</p> <p>5. ANNIVERSARY CELEBRATION. (<i>Board 8 – 16th Oct 2019</i>) – called off due to COVID-19 restrictions</p> <p>6. SHIP SPECIAL MEETING. (<i>Board 10 – 16th Oct 2019</i>) - on hold.</p> <p>7. ECO REFIL. (<i>Board 10 – 16th Oct 2019</i>). On hold.</p> | <p>NC/CB</p> <p>CB</p> <p>CM/SS</p> <p>NC</p> <p>CB</p> |

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| | <p>8. TREASURER. (Board 4 (d) – 27th May 2020) – Jeremy Stewardson has agreed to support us on a temporary basis but will not become a trustee.</p> | <p>NC</p> |
| <p>5</p> | <p>END OF YEAR ACCOUNTS</p> <p>1. AGED DEBTORS. NC explained there was one outstanding question from the Examiner regarding the writing-off of outstanding debts. CB explained that the debt recovery process was continuing, and she was confident that only approx. £200 would need to be written off in due course: -</p> <ul style="list-style-type: none"> a) Party for 5th Birthday Party – write off b) Slimming World (2 invoices) – the lecturer who made the booking has now left the Company, but the debt recovery process is continuing with Head Office c) Children’s Centre – write off d) Exercise Sessions – purchase orders now in place; confident payment will follow e) Rainbows – £218 now banked f) Welcome Project – recovery process being hampered by staff being on furlough. <p>2. It was proposed (MY), seconded (SS) that subject to some change with regards debtors, the End of Year report would be returned to the Examiner to add his final report.</p> | <p>NC/CB</p> <p>NC</p> |
| <p>6.</p> | <p>TRUSTEE RETIREMENTS. As there has been no previous mention in the Minutes, it is hereby noted that Natalie Antoinet, Hannah Moore, and Julia Potts retired as of 19th October 2019 and Tina Whitby as of today (4th November 2020).</p> <p>New members will hopefully be recruited in the coming months.</p> | <p>NC/JH/CB</p> |
| <p>7.</p> | <p>CIL – COMMUNITY INFRASTRUCTURE LEVY. Following on from NC’s note (Paper 4(c)) it was noted that HCC would not be in a position, to make an application to Waverley Borough Council by the present cut-off date in January 2021.</p> <p>Work on a possible application would continue; including conversations with the Community as to what they want – Skateboard park, Shelter, etc and NC would write to Farnham Town Council and Waverley Borough Council with regards to on-going costs.</p> <p>SS suggested a possible alternate or additional funding to CIL is the Surrey Council Council’s Your Fund.</p> <p>NC updated those present on the recent levels of anti-social behaviour by ‘kids’ on the estate and a couple of incidents at Bricksbury Hill which are impacting on elderly residents and those with young children.</p> | <p>NC/CB</p> |

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| | The lack of any Detached Youth Provision on the estate and delays with regards to the action points of a recent review have left 'kids' to deal with their own anxieties. | |
| 8. | <p>OLD NURSERY AND SCC. Following on from NC's paper (4(d)) the meeting agreed there was a case for the Nursery to become a replacement for the 'Hut'</p> <p>Minimal work may not be too expensive, mainly salaries for youth workers but it was noted that taking on the on-going responsibility would require establishing partnerships, possibly with 40Degreez, the Church, etc, particularly if youth activities were to be expanded.</p> <p>Other purposes for the building could include using it as a money-making facility but a lot of investment would be needed for this to be successful.</p> <p>Those present agreed not to make any major decision now but to undertake more work as to how the space could be used and on SCC's decision on the use of the building following our submission of a case for its use for youth.</p> | NC |
| 9. | AMENDED MEMORANDUM OF ASSOCIATION (paper 4(e)). Future consideration, possibly at the next meeting, as to whether we want to be a Charitable Incorporated Organisation and Membership. | NC/ALL |
| 10. | <p>CENTRE MANAGER'S REPORT. Following the government's decision at the weekend for a month long 'lockdown', it is all change now!</p> <p>Up to now, we have been taking advantage of our being one of the only open Centres in the area; however due to the 'lockdown' several groups are now on hold even though our intention is to stay open; the Community Store confirms we fit into the essential service category! NB: Emergency government funding may be available through Waverley Borough Council to cover the lost income as a result of activities we cannot hold.</p> <p>Those present agreed with proposal to stay open; subject to CB reviewing the risk assessments and following government guidelines.</p> <p>Other News: -</p> <ol style="list-style-type: none"> 1. Two groups – Oxygen Clinic and Mental Health Group will be continuing throughout 'lockdown' 2. Swap Shop will continue to open once a week 3. Emergency Funding (£1,500) from Waverley Borough Council enabled us to provide meals for children over half term. CB currently in discussion with Waverley Borough Council as only 5% of funding allowed for admin. 4. NC thanked CB, staff, and volunteers for all their hard work. They had made a big difference! | <p>CB</p> <p>CB</p> |

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| | <p>5. Mindful of staff and volunteers welfare, everyone has been contacted regarding working during 'lockdown' subject to procedures, etc being reviewed.</p> <p>6. Oxygen Clinic moving to the Memorial Hall in Farnham from January.</p> <p>7. Girlz Club met for the first time at the Centre on Monday. 4 girls attended. The group will go back to Zoom for the foreseeable future but hope to do one further session at the Centre before Christmas.</p> <p>8. Couple of recent social activities to be developed for 2021 – SoupShare lunch will launch as a 'Pop-up Café for Lunch' in the New Year and we are talking to tutors regarding a regular Craft Cafe.</p> <p>9. A member of the public donated £100 towards the replacement School lunches. We provided 25 meals and the Community Cupboard and Fridge were busy last week. NB: We will endeavour to try to turn one-off donations to more long-term giving as we go forward</p> <p>10. Newsletter postponed until January but a virtual update will be created.</p> <p>11. Waste Disposal exercise currently being undertaken as Vivid no longer providing as their staff are on furlough.</p> <p>12. Any Other Matters. None</p> | <p>CB</p> |
| <p>11</p> | <p>MANAGEMENT ACCOUNTS. NC indicated we are financially OK. The £25k Business Relief Grant continues to cover cash flow. Any questions with regards to information in papers 9(b) please contact NC or CB direct.</p> | <p>NC/CB</p> |
| <p>12</p> | <p>RESIDENTS PARKING, SANDY HILL. SS confirmed that despite all the pressure put on Dudrich (Holdings) they took no further action.</p> <p>The lack of experience in forming a Community Group prevented any progress on this front.</p> <p>The feedback from residents has been collated and is currently under investigation by the lawyers, who will get back in the fullness of time!</p> <p>NC has spoken to a resident who may be interested in starting a Residents Association in view of the general parking and environmental issues with lorries and caravans, etc.</p> <p>CB advised that she had also been in discussion with several Farnham groups on behalf of Sandy Hill Residents about the setting up of a Group – North Farnham Voice - to ensure joined-up Hale representation at the next meeting of the Farnham Infrastructure Group on the 6th January (6:30 pm). MY confirmed PVRA already included in the Project.</p> <p>North Farnham Voice are producing a leaflet which HCC will help distribute on social media and around the Sandy Hill Estate.</p> | <p>CB</p> |

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| 13 | ANY OUTSTANDING MATTERS ARISING FROM THE NOTES OF THE PREVIOUS MEETING. None. | |
| 14 | ANY OTHER BUSINESS. | |
| | NC currently talking to Waverley Borough Council about plans to plant trees at Sandy Hill as part of a Government initiative. Initially residents had not been consulted as to where the trees would be planted. A survey was being prepared for distribution to residents though timing is tight as the hope is the trees can be planted before the end of this month. | |
| 15 | <p>DATE OF NEXT MEETING. Dates for 2021 Trustee Meetings are:-</p> <p>Wednesday 24th February Wednesday 19th May Wednesday 1st September Wednesday 24th November</p> <p>2020 AGM: Wednesday 16th December</p> <p>All 4.00 pm and hopefully we'll be able to meet face-to-face from February!</p> | |
| 16 | NC closed the meeting at 17:41 thanking everyone for attending. | |
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| | <i>ADMIN NOTES:</i> | |
| | <ul style="list-style-type: none"> • <i>Contact List to be updated</i> | |
| | <ul style="list-style-type: none"> • <i>Meeting Reminders to be sent out prior to future meeting.</i> | |