



Hale Community Centre

BOARD MEETING OF THE HALE COMMUNITY CENTRE

Wednesday 27th May 2020 at 4.00 pm

PRESENT

Trustees

Norma Corkish (NC)	Chair
Rebecca Trudgett (RT)	Treasurer
Simon Porter (SP)	Trustee
Stephen Spence (SS)	Trustee

In attendance

Cathy Burroughs (CB)	Centre Manager
Sue Connolly (SC)	Centre Administrator
Pat Evans (PE)	Observer
Michael Young (MY)	Observer
Peter Marriot (PM)	Observer

MINUTES

1. Apologies for Absence

Apologies were received from Carol McFarlane.

Those present gave a brief introduction of themselves for the benefit of Michael Young acting Chairman of the PVRA and potential trustee of the Centre

2. Declaration of Interest

None received.

3. Minutes of the previous meeting

The minutes of the previous meeting held on 5th March 2020 were approved

4. Board Business

a. GDPR Action Plan Update

CB advised that Carol, Stephen, and Rebecca were still required to complete the online web based awareness training session on GDPR. NC needs to finalise as only completed 76%.

b. Revised Centre Objects

The objects as revised were agreed. They will now be sent to the charity commission for approval. Once received back then we would go for resolution. Mention had been made previously of becoming a Charity Incorporated Organisation (CIO). Once the objects had been formally changed we could consider the pros and cons of this option.

Action: NC to send objects to charity commission.

c. Risk Register

CB and NC would review the register and ensure that all the control measures for COVID 19 were detailed, and report back to the Board.

Action: NC & CB to review and circulate once completed

d. Board Recruitment & Resignation

Rebecca has asked to resign at the end of May 2020, but has been asked to stay until we have found a replacement. RT is happy to run the payroll until we find a replacement, but hopes that we will have someone in place before the next management accounts are required. RT believes a retired accountant would be ideal. We require the individual to be familiar with ZERO, which is the accountancy system used, and payroll. PM advised that Vivienne Miller might be interested as she has recently left her role as auditor for 40 Degrees. Michael Young knows someone who might be able to help.

Action: Both will follow up and all to give thought to this and make recommendations.

e. POST COVID 19

Very difficult at present as the Government has not yet revealed all of its plans. CB is attending a meeting on the 28/5/20 with Action Hampshire, and Acre a leading body. This is to discuss what the future may look like for community venues. Might look very different to what we know due to social distancing. A lot of premises are looking at a one-way system with an entrance and exit, so one door in and another one for out. We are looking at the viability of an automated door at the centre. We may also need to make one of the fire doors an exit. PM asked CB about our insurance he explained that 40 Degrees had been looking at its insurance, CB confirmed that after a lot of debate and discussions with our insurers, an agreement was made that the Share Farnham store would be covered.

Action: CB to update everyone on the outcome of the meeting.

5. Centre Operations

a. Centre Manager's Report.

Girlz Club

CB spoke about the achievements of Girlz Club and how proud she was of what had been achieved by Emma and the fact the week lockdown was announced Emma had sorted virtual online sessions with the girls.

Code Club

CB confirmed £5,000.00 had been received from Red Hat for Code Club this was received on the 8th April so is not showing in this current year's accounts.

Gardening Club

John & Alan have been attending the garden on alternative days. Members of the community have also been assisting with the watering and enjoying the garden and open space.

Share Farnham

A lot of time and energy has spent been on the Share Farnham initiative, which has been very positive and had many visitors.

Everything else has very much been on hold.

Farnham COVID 19 co-ordination group

CB has made lots of connections due to attending this group. Most recently the Health Care Services have been a topic, we may be able to offer our facilities to them. We had also been investigating opening the centre as a blood donation station but have been advised it is not big enough and parking is also an issue, we are going to approach them again given the potential challenges of collecting Plasma for treatment of COVID 19.

Action: SC to approach the blood donation group again

Sandy Hill Detached Youth Provision

Surrey CC have reduced all youth provision in the area, and have recently been offering redundant buildings including the hut on Sandy Hill. Could we fill that gap and do we want to get involved?

NC asked all attendees are we prepared to widen our support for youth provision? Everyone approved, but SP agreed advised we really need someone with the right vision like Tracy Scares has. Everyone agreed. CB went on to say she felt that Emma and the youth workers who run Girlz Club had the right vision and that Liz might be the right person to get involved. PM said 40 Degreez would be interested in working with the Centre on this.

SS advised he would be happy to assist with progressing any issues relating to rental charges which might need to be taken to cabinet level.

Action: CB to liaise with Yvonne at 40 Degreez and will keep everyone updated

Health & Safety

NC asked all attendees if all thought that the Farnham Share project was essential to the community and provided a public support service: all attendees agreed it was.

b. Management Accounts Q4 2019-20

RT confirmed that the accounts looked very healthy and that she felt we had enough reserves for this coming year.

The £25,000 support grant that we have received was not included in the figures.

CB has been chasing the debtors so this is looking much better and she was thanked for this. Going forward this is something that Sue will be looking after.

**Action: RT to move the £11.00 from the garden equipment to restricted
NC needs to write the year-end report and circulate for comments before the next meeting.**

6 Policies

The following revised policies circulated at the last Board meeting have now been adopted as circulated:

Health & Safety

Safeguarding

Equal Opportunities & Diversity

Complaints Policy

Expenditure Policy

Volunteer Policy

7 Hale Community Centre Ten Year Anniversary, May 2020

Girlz Club have had a competition designing posters, a winner has been selected. CB has suggested that maybe we incorporate both events the unveiling of the winning poster and the ten-year anniversary, though this will depend on government guidelines.

The Mayor is still very keen to see the girls from Girlz Club go on a weekend away. She would like to approach Hedgehogs for some funding but requires something specific to pass to them to say where the girls would be going and the cost.

Action: CB to speak to Emma to progress and get costing.

8 Any outstanding matters arising from the notes of the previous meeting

None

9 Any Other Business

Thank you to Michael for attending the meeting and giving up his time.

Next meeting:

Thursday 23rd July at 4pm