

Hale Community Centre

Board Actions Log

Carried forwards:

Meeting 16/11/2017					
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
Meeting 27/02/2018					
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.
Meeting 12/07/2018					
4.a	NC/CB	Explore funding for an automatic entrance door	03/10/3018	In progress	grant applied for from CALA - folly hill developers
8	CB/SP	CB to add SP as a signatory for banking	01/07/2019	In progress	

No.	Owner	Issue/Action	Date	Completed	Update
Meeting 14/03/2019					
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		
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-authorised 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	
Meeting 08/05/2019					
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	
Meeting 24/07/2019					
3.a	NA	Circulate Sue's Children's Centre Update with the minutes	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
Meeting 16/10/2019					
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	Ensure no clashes with other local events if the anniversary 'festival of celebration' is held 25-29 May 2020 (half-term week).	2020		
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		
10	NC	Arrange a separate meeting with SHIP to discuss their aspirations and intentions for the future	2020		Any resulting formal proposal to be brought to a future meeting
	CB	Explore providing eco-refill products.			On hold at present
Meeting 5/03/2020					
4c	All/NC	Recruitment of new trustees			All to give thought to who we might approach
4d	NC/ CB	Mem & Arts & Objects		In progress	Agreed with charity commission. Awaiting Board resolution
	All	Web based GDPR awareness training to be undertaken by all		In progress	
	NC/CB	To go through Risk Register to ensure that all control procedures were in place			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.			
4f	CB	Sandy Hill Estate		on hold	to be revisited when possible

- 5a CB Use of consultancy room
 - 5a CB CCG community engagement project
 - 5a CB/NC SHIP
 - 5a CB/NC Nursery Site
 - 5a All Further marketing of Mayor's Charity Variety Show. Call for raffle prizes.
 - 5b NC/CB To explore High Ashurst as an adventure centre for Girlz Club
 - 7 NC/CB to follow up on suggestions for 10th anniversary celebrations
- Meeting 27/05/20**
- 4a Trustees CMcF, NC, SS & RT to complete web-based GDPR awareness training
 - 4b NC To send objects to charity commission.
 - 4c NC/CB Risk register to be completed
 - 4d All Replacement Treasurer
 - 5a SC To approach the blood donation group again
 - 5a CB To liaise with Yvonne at 40 Degreez and will keep everyone updated
 - 5b NC To write the year-end report and circulate for comments before the next meeting.

- on hold to follow up on enquiries offering rent free for short period
 - on hold to provide report for next Board meeting
 - on hold to meet with SHIP to discuss future activities
 - in progress to continue to explore use by Detached Youth Centre and ourselves
 - Y CB to approach Allianz; PE to approach St Johns
 - in progress on hold because of lockdown
 - on hold on hold because of lockdown; Girlz Club have done a poster
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- Y
 - Y for COVID-19
 - in progress
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- in progress See Centre Manager Report
 - Y