



**The Board of Trustee Meeting of
Hale Community Centre
Tuesday 22ND November 2022 –
4:00 pm**

Present:	Norma Corkish (NC)	Chair
	Cathy Burroughs (CB)	Centre Manager
	Cllr Pat Evans (PE)	Trustee
	Cllr Peter Marriott (PGM)	Waverley Borough Council Observer
	Cllr Catherine Powell (CP)	Surrey County Councillor & Trustee
	Simon Porter (SP)	Trustee
	Tom Quinn (TQ)	Trustee
	Jeremy Stewardson (JS)	Accountant
	Jean Hounsham (JH)	Trustee (Minutes)
Visitor by Invitation:	Tracy Yates (TY)	HCC Youth Lead
Apologies for Absence:	Carol MacFarlane (CM)	Trustee
	Cllr Penny Marriott (PMM)	Waverley Borough
	Harvey Wickham (HW)	Treasurer (resigned)

		Action
1.	DECLARATION OF INTEREST – none received	
2.	MINUTES OF THE PREVIOUS MEETING dated 6 th September were agreed as a true record of said meeting	
3.	ACTION UPDATE <i>Meeting 17/05/22 – Item 7.1(d). Transport for 2-day off site outing for Girlz Club. CP apologised that this item was still outstanding and confirmed further action is to follow.</i>	
4.	SAFEGUARDING - will be a standard Agenda item for future meetings 1. TY/CB said that they had today passed on information to Surrey Children’s Single Point of Access (C-SPA) about two 12-year-old girls following TY’s discussions with the local PSCO and the Child Lead at Heath End School. 2. CP advised of a recent Drugs find at Folly which had been referred to Task & Finish Group, part of the Safer Waverley Partnership.	

<p>5.</p>	<p>BOARD MATTERS</p> <ol style="list-style-type: none"> 1. NC advised that following a misunderstanding HW, the treasurer had resigned, therefore we are again looking for a new treasurer 2. Skills Audit. NC apologised and said that she had decided not to circulate paperwork with regards to an audit, instead a discussion took place to identify those skills the Board need to recruit:- <ol style="list-style-type: none"> 1) It was agreed that HR would be of value – the arrangement with Lucy Williams of the Little HR Department, although still in place was proving less that satisfactory; PR/Marketing and Fundraising were also high on the list. 2) CP aware of someone – experienced Treasurer and Fundraiser - who may be interested in joining the Board in 6/9 months after completing her current project. NC agreed this was a possibility particularly re fundraising. 3) PE said she recently had a conversation with a member of Farnham’s Muslim Community - Paramasamy Nishakaran – a member of the Board at 40 Degreez – who was also interested in joining the HCC Board. CB said that she was aware of Mr Nishakaran, who had previously done some cooking at the Centre. 4) After due consideration, it was agreed that since Mr Nishakaran did not live locally, he would not meet the criteria to be a local representative on the Board. CB was tasked to make enquiries of the local Muslim Community as to whether there was someone living on Sandy Hill interested in becoming a Trustee. 5) PGM suggested having someone on the Board responsible for Policies, Risk Assessments, etc. NC agreed but doubted anyone local could be recruited for this role in the meantime JH was undertaking updates very competently. 6) CB, currently talking to someone working with MacMillan, with a view to her giving feedback on the HCC operation and strategy or joining the Board subject to work commitments. 3. Treasury Sub-Committee. NC envisaged this group could continue to be supported without HW involvement. 4. Annual Carol Service at St Andrews on 7th December. NC unavailable to attend therefore CP would attend in her place together with 4 staff/volunteers. 5. NC to organise a Strategic Meeting via email to discuss where we are, what has been taken on and what happens next. 	<p>NC</p> <p>NC/CB</p> <p>ALL</p>
<p>6.</p>	<p>CENTER OPERATIONS</p> <ol style="list-style-type: none"> 1. REACHING COMMUNITIES REPORT. The meeting was given over to TY, who had been invited to attend by CB to present her Reaching Communities (<i>Agenda Item 5.1</i>) report for the end of year 	

one. An opportunity for the board to ask questions, find out what is currently happening and future plans.

NC began the session by thanking TY for the brilliant report on behalf of the Board and complimenting her on the incredible commitment and energy she has given to the project!

2. CENTRE MANAGER'S HIGHLIGHTS:-

- 1) Room Hire is positive with effective use of rooms although there is still potential to improve corporate hire.
- 2) Grant funding is currently thriving thanks to CB dedicating 20% of her time to grant funding which is a significant part of her role.
- 3) A grant from Farnham Lions for the provision of a 7 to 11-year Youth Club has been received. 'Kids on the Hill' a joint initiative with Bethel Church has started well!
- 4) Hale Carnival gave us two grants - £1k to help fund the Youth Centre weekend canal trip and £1k to replace tables for Training Room.
- 5) Project and Engagement monthly newsletter and drop-in sessions are being well received. Over 40+ attend the Wednesday drop-in sessions; taking advantage of being able to visit the Fridge & Cupboard as well.
- 6) Sharon's pre-CAB sessions continue to be popular – CAB have remarked that those Sharon refers are turning up fully prepared for their appointments. NC asked if it was possible for CAB to supply any stats on what kind of queries they are handling from the community?
- 7) HCC have signed up for the Warm Hub network. Sessions are running weekly on Mondays and also included in the weekly drop-in activities on Wednesdays.
- 8) All the other projects doing well – Community Fridge attendance still increasing. From recent networking with other Fridges we now know users are using more than one Fridge, therefore we will start the process of communicating the need for people to only use their local Fridge instead of travelling between sites.
- 9) Very few people visiting the Job Club; remote sessions with Ukrainian families have been happening.
- 10) SEND Parent support sessions now happening every week. Melissa instrumental with the Group; part of CP's allocation has provided a sensory corner in the Lounge, and we now have sunflower lanyards available for those in need.
- 11) Health & Safety – the intruder and fire alarm for the Youth Centre is now being monitored by Surrey County Council

CB

- 12) Currently in negotiations with Surrey County Council to have access to the 'Hut' on Sandy Hill for storage purposes. Only items without any intrinsic value will be stored there. SCC to cover ongoing maintenance costs, etc.
- 13) Staffing, Isabel who previously volunteered with the Fridge & Cupboard has been recruited into the Administration role, a 6-month contract/12 hours/week.
- 14) We now have a better relationship and communication with the Family Centre,
- 15) Early Years Help continues to be a challenge. With CP's help we are continuing to try and work out what support is available from whom in this area.
- 16) Farnham Health Inequalities Forum continues. Through the partnership we now have mental health support sessions and vaccine clinics being run through the Centre.
- 17) We are in discussion with UCA about another project – involving SEND parents in an animation about living with SEND.
- 18) Cost of Living Crisis. Community Fridges are moving into the area once occupied by Food Banks which are limited in their response to people in crisis as they can only be accessed 3 times and by referral only.
- 19) The annual Christmas Fayre this year is on 3rd December. CB requested board approval to ask Manor Farm to bring along their farm animals as this is a real draw for everyone. The board approved the spend of £400 which JS suggested could be funded through the £1k Designated Fund – monies from the Girlz Club 2020 grant which was not returned.
- 20) CB asked PE to investigate the possibility of the film group who worked with Farnham Town Council doing something similar at HCC. SP to also look at possibilities for audio visual recording of events, etc.
- 21) CB explained the role of the Waverley Task & Finish Group at the request of PGM who was attending a Waverley Borough Council Scrutiny Meeting that evening where this was the first Agenda Item.

CB

CB/PE/SP

At this point TY left the meeting and NC closed the Centre Operations session of the meeting by encouraging everyone to read the various Agenda reports and extended thanks to everyone for their support.

3. MANAGEMENT ACCOUNTS

- 1) JS explained the latest position with regards to the Management Accounts and took a Question-and-Answer session as to various aspects within the accounts including clarification as to how long

	<p>the Centre could continue to run (2 years) with the current level of budgeted deficit.</p> <p>2) It was also noted that the bottom line on the Unrestricted paper had not printed, JS confirmed the final figure at the table and supplied an updated copy of the paperwork, which is now filed within the agenda paperwork on the Trustee Private Area</p> <p>3) NC thanked JS for JS for all his efforts.</p>	
7.	OUTSTANDING MATTERS FROM PREVIOUS MINUTES	
	It was agreed that the Board would sign-off the end of year accounts at the AGM on Tuesday 10 th January.	
8.	ANY OTHER BUSINESS	
	1. NC confirmed that the Step Project trundled on. Various conversations taking place between CP, Waverley Borough Council – Planning and Parks and the Community Task Force Group.	
	2. CP confirmed that the lady who collapsed at the annual Remembrance Event was recovering.	
	3. NC proposed and it was unanimously agreed by those present that staff be awarded a £1k bonus and hours worked not yet claimed would be paid. It was also agreed that the Trustees send a thank you card to staff in appreciation of the valued work they are providing to those in the community.	NC
	4. CP announced and asked for comments with regards to her late Father's estate donating an Electric/Hybrid Minibus to the community. Plans are in the early stage and there are a lot of things still to be agreed – storage, future running costs, etc. however, this is something the family wants to do! All those present agreed that having access to a Minibus would provide opportunities for both the community and the Centre and looked forward to future updates as CP's plans progress.	CP
	5. PE reminded NC/CB about her expectations – 'make an impact' – at their SLA presentation at Farnham Town Council on the 7 th of December.	
	DATE OF NEXT MEETING – proposed dates for 2023 are on the following Tuesdays - 21st February; 9th May; 25th July or 5th September and 21st November.	ALL
	NC closed the meeting at 6:20 pm thanking everyone for attending.	