



**The Board of Trustee Meeting of  
Hale Community Centre  
Tuesday 21<sup>st</sup> February 2023 –  
4:00 pm**

<b>Present:</b>	Norma Corkish (NC)	Chair
	Cathy Burroughs (CB)	Centre Manager
	John Cattell (JC)	Trustee/Treasurer
	Cllr Pat Evans (PE)	Trustee
	Cllr Catherine Powell (CP)	Surrey County Councillor & Trustee
	Simon Porter (SP)	Trustee
	Jeremy Stewardson (JS)	Accountant
	Jean Hounsham (JH)	Trustee (Minutes)
<b>Apologies for Absence:</b>	Tom Quinn (TQ)	Trustee
		<b>Action</b>
	NC opened the meeting by welcoming JC to his first Trustee Meeting and introductions around the table were made. JC joined the Board of Trustees in January and had been working with JS over the last month on the 2023/24 Budget.	ALL
<b>1.</b>	<b>DECLARATION OF INTEREST</b> – none received	
<b>2.</b>	<b>MINUTES OF THE PREVIOUS MEETING</b> dated 22nd November 2022 were agreed as a true record of said meeting	
<b>3.</b>	<b>ACTION UPDATE</b>	
	1) <i>Meeting 23/07/20 – GDPR Awareness Training.</i> Refresher training to be arranged - all Trustees will undertake an online course and staff will undergo their annual refresher training with Surrey Community Action.	CB/ALL
	2) <i>Meeting 17/05/22 – Skills Audit.</i> As per item 5.2 of previous minutes, this item was withdrawn.	
	3) <i>Meeting 05/09/22 – Farnham Maltings Trustee.</i> Marked for removal - new Director in post therefore no longer a possibility.	
	4) <i>Meeting 22/11/22 - Audio Visual Recording of Events.</i> SP has now arranged for someone to do this; CB suggested that the actual filming be delayed until the Spring when the community garden has been planted.	SP/CB
<b>4.</b>	<b>SAFEGUARDING.</b> Not included on the agenda, although it was noted at the last meeting (Item 4) that Safeguarding would be a standard Agenda Item for future meetings. JH to ensure Safeguarding appears on all future Agendas.	JH

<b>5.</b>	<b>BOARD BUSINESS</b>	
	<b>1) TRUSTEES</b>	
	a) CP/TQ have introduced an ex-nurse as a possible new Trustee. NC will meet with her early next month.	NC
	b) NC/CB met with a lady who works with Macmillan and has strong strategic skills and experiences, who had shown an interest in becoming a Trustee. She is currently reading through the various paperwork she was given before coming to a decision.	NC
	c) NC is keen to recruit a new Trustee with FR/PR/Marketing experience, therefore she will re-look at Reach Volunteering availability listings to see if there are any candidates available.	NC
	<b>2) STAFFING</b>	
	Following a brief discussion with regards to staffing and salaries, it was proposed and agreed: -	
	a) The contract for the assistant admin person will be made permanent when the current contract ends in March.	CB
	b) New Job Descriptions will be drawn up and circulated for both the Centre Administrator and the Assistant.	CB
	c) No members of staff expected to extend their hours at the present time.	
	<b>3) UPDATE ON THE CENTRE MANAGER INTERVIEWS</b>	
	a) Five people initially called for interview – three strong candidates later withdrew, for personal reasons. The two remaining candidates were interviewed on Monday (20 <sup>th</sup> ).	
	b) Of the two candidates interviewed, one is being held pending a decision whilst we extend the advertising period until 4th March to see whether any other candidates come forward.	
	c) SP suggested and it was agreed that trustees and the candidate on hold, be invited to attend the Wednesday Drop-In on the 8 <sup>th</sup> of March – a chance to meet both staff and other trustees not involved in interviews.	NC
	<b>4) SALARIES</b>	
	1) Reaching Communities have agreed our proposal to fund half the study time of two Youth Workers undertaking NYA qualifications.	NC/CB
	2) The Fridge & Cupboard Co-ordinator and the Admin Assistant will both be due a salary increase from 1 <sup>st</sup> April in line with changes to the minimum wage rate.	CB

	3) It was proposed and agreed that this year's wage increase for the Centre Manager and the Centre Administrator will be 8%.	NC
<b>6.</b>	<b>CENTRE OPERATIONS</b>	
	<b>1) MANAGEMENT ACCOUNTS</b>	
	1) <b>Restricted</b> – JS updated on various aspects of a tidying up exercise that has been performed on various lines in the accounts during the last quarter and took questions with regards to the Restricted Income & Expenditure figures for the 9 months up to 31 <sup>st</sup> December, including: -	
	a) Weyside Rotary Grant of £500 received, nothing yet from Farnham Rotary.	
	b) Fridge currently running under grant from Waverley Borough Council until the end March, hopefully new grant will be awarded in June to cover period up to the end of year. In the meantime Fridge donations will be used to run the facility.	
	c) NC advised she is waiting on confirmation from Waverley Borough Council on the Levelling Up Grant of £70k over 2 years which will include the Project & Engagement Co-ordinator's salary.	
	<b>2) Unrestricted</b>	
	a) JS explained why Income & Expenditure for the 9 months ended 31 <sup>st</sup> December appeared to be a lot higher than budget. It was suggested and agreed that income from Youth Centre room hire be broken out as it is inflating the Main Centre's room hire figures.	CB/JS
	b) Discussions around the table regarding increasing funds for next year included organising future fund-raising events and attracting individual donors; British Gas Fixed Term contract rates and group leader costs.	
	<b>2) BUDGET ESTIMATE 2023/24</b>	
	a) JS confirmed that the deficit was lower than previous due to Room Hire, Covid Recovery Grant.	
	b) JS suggested and it was agreed that a 1-year Fixed Account be opened with the Charity Bank – 3.3% interest rate	JS
	c) It was noted that Farnham Town Council have increased their grant for the forthcoming year.	
	d) NC suggested that a grant would probably recoup monies for new signage, laptops and mobile phone.	JS/NC

	<b>3) CENTRE MANAGER'S REPORT.</b>	
	a) Grant funding applied for from <b>Reaching Communities</b> in respect of a contribution towards 270 course hours has been agreed. Payment at end of course / agreement to be signed.	
	b) <b>Donations</b> have increased. CP proposed looking at promotion feasibilities to attract new 'friends' – both individuals and companies - via social media by including, what an actual amount of money could buy.	John
	c) Follow up required on a donation pledge from <b>Stagecoach</b> which has not yet materialised.	CP
	d) <b>Wednesday Drop-In's</b> going well. CA Waverley have offered to take Sharon under their umbrella for the role she is doing at the Centre and will supply regular stats.	
	e) <b>Asking Communities</b> all good. We are capturing feedback for future Social Impact Report	
	f) Now have three <b>Warm Hub</b> sessions as we are introducing a digital support session and Bake Natter & Role (WI) will be hosting a monthly evening session.	
	g) <b>Youth Work.</b> From this Summer HCC will supply holiday support for local schools at £25/head excluding day trips.	
	h) <b>Narrow Boat Trip</b> now arranged for 21 <sup>st</sup> – 23 <sup>rd</sup> July. Issues with individual bursaries and transport still ongoing.	
	i) CP reported that she is still talking to the school with regards to her providing a <b>Community Minibus</b> but may need to consider alternative options for storage, etc.	CP
	j) No <b>GDPR</b> issues.	
	k) <b>Joint Action Group</b> will be disbanded in its current format, but CP and others in the group committed to having a multi-action group therefore alternative options under consideration.	CP/CB
	l) Farnham Maltings will be hosting a <b>Community Festival</b> at the Centre on the 5/6 <sup>th</sup> August.	
	m) Farnham Maltings discussing with the Youth Lead about the possibility of introducing a similar group to Men in Sheds for working-age people.	
	n) There has been a dramatic reduction in food being supplied by Tesco to the <b>Community Fridge</b> due to changes regarding the use of food past it's sell by date, etc.	
	o) Forthcoming anti-terrorism legislation – <b>Martyn's Law</b> – should not affect the Community Centre.	

	p) After due consideration it was decided not to go ahead with the black/yellow corner protection as proposed by Trinity Construction Limited.	
	q) An inspection by the Fire Brigade has highlighted issues with fire doors not meeting the required standards for a business. NC suggested applying for funding to carry out replacement – £6/8k – all quotes to be collated and sent to NC.	NC/CB
	In closing this section, both NC and CB urged Trustees to read the results of the volunteer evaluation recently undertaken.	ALL
<b>7.</b>	<b>OUTSTANDING MATTERS</b>	
	<b>Sandy Hill Green Space Project.</b> CB agreed to CP's request that she could use SHIP to apply for a grant and confirmed that HCC would manage any funding. HCC unable to help with regards recruiting a volunteer from Sandy Hill to join a Work Party for this project'.	CP/CB
<b>8.</b>	<b>ANY OTHER BUSINESS</b>	
	1) <b>WEBSITE PHOTOS.</b> JS will enhance some of the photos on the website to improve their appeal/reduce darkness. 2) A reminder of future dates for future Trustee Meetings this year – 9 <sup>th</sup> May; 25 <sup>th</sup> July or 5 <sup>th</sup> September and 21 <sup>st</sup> November.	JS/JH
<b>9.</b>	<b>DATE OF NEXT MEETING – 9TH MAY at 4:00 pm.</b>	
<b>10.</b>	NC closed the meeting at 5:50 pm thanking everyone for attending	