

### HALE COMMUNITY CENTRE - BOARD ACTION LOG

Owner	Issue/Action	Updated	Completed	Update
	<b>Meeting 24/02/21</b>			
NC/CB	Environmental Policy. Regular monitoring to review the various challenges and demands of sustainable development	17/11/2022	in progress	The urrent Environmental Policy is under review in line with recent new guidelines from ACRE.
	<b>Meeting 19/05/21</b>			
NC/CB/PE	Farnham Town Council evaluation and funding for a new BMX track in South Farnham		in progress	Discussions continue
	<b>Meeting 02/12/21</b>			
CB	Search to find an alternative DBS Umbrella Body	17/11/2022	on hold	SCA seem to be doing the job at the moment, some issues but getting there
	<b>Meeting 22/02/22</b>			
NC/HW	Amendments to FR Strategy	06/09/2022	in progress	HW has completed a first draft but suggested before circulating that further actions should be discussed.
CB/NC	SHIP/WISH outstanding monies	05/05/2023	In progress	Ship is being revisited
CB	Review of Bookings T&Cs including discontinuation of booking deposits	05/05/2023	in progress	A draft review is currently being worked on as part of a major overview of Health & Safety and Safeguarding policies
CB/SP	Invitation to the Girlz Club to visit Winery/Farm and attend a meeting at Farnham Town Council	17/11/2022	in progress	
CP/CB	Surrey Police training course for Youth Centre volunteers	17/05/2022		
CP/NC	Consultation re Sculpture/Steps Project	17/05/2022	ongoing	
	<b>Meeting 17/05/22</b>			
CB	HCC Environmental Policy and sustainability reference to be included in each of the five operational objectives	05/05/2023	in progress	Melissa is reviewing OP
CB	Investigate the addition of a Bike Shed in the Youth Centre	06/09/2022	in progress	Referred to the Maintance Sub-Group
CB/CM/SP	Where does the Senior Group stand with regards to related projects in view of their being self funding			
CB/NC	Talk about and highlight Job Club to other groups			
CB/CP	Discussions with SCC reparenting support for 7 to 11 year olds and the possibility of converting the Family Centre to a Family Hub	14/02/2023	ongoing	Talks ongoing with a group compiled of Barnardos, SCC Early Years team, CP and Centre Manager
HW/PE	Community Lottery Grants Review			
ALL	Review Funding Strategy with regards to replacing the £24k deficit	06/09/2022	in progress	HW has completed a first draft but suggested before circulating that further actions should be discussed.
	<b>Meeting 05/09/22</b>			
PGM/NC	Implementation of a Document Control Register and any reference in future to Policies in Agenda/Minutes to include date of issue	06/09/2022		
CB/NC	Replacement Flooring for main hall and carpets throughout the building	06/09/2022	ongoing	Referred to the new Maintenance sub-group / NC/CB to consider potential sources of capital funding
CB	LED Lighting quotes to change all the lights n the centre	05/05/2023	in progress	Quotes sent to LoCase but seems unlikely we will get funding
	<b>Meeting 22/11/22</b>			
CB	Look at possibility of a Member of the local Muslim Cmmunity becoming a Trustee	14/02/2023		
NC	Strategic Meeting - what has been taken on and what happens next	14/02/2023	ongoing	
CB/PE	Possibility of Film Group who worked with FTC doing something similar at HCC	14/02/2023		
CB/SP	Possibilities for audio visual recording of events, etc	23/02/2023	ongoing	Actual filming to be delayed until the Spring when the community garden has been planted
CP	Electric Hybrid Minibus	23/02/2023	ongoing	CP still talking to the school with regards to her providing a Community Minibus but may need to consider alternative options for storage, etc.

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	Meeting 23/02/23			
CB/ALL	Refresher GDPR Awareness Training to be arranged.	05/05/2023	in progress	All staff completed SCA training
NC	Recruitment of new Trustees	23/02/2023		
CB	New Job Descriptions will be drawn up and circulated for both the Centre Administrator and the Assistant	23/02/2023		
JS/NC	A grant to recoup monies for new signage, laptops and mobile phone.	23/02/2023		
JS	Promotion feasibilities to attract new 'friends' – both individuals and companies	23/02/2023		
CB/CP	A multi-action group to replace the Joint Action Group to be considered .	05/05/2023	in progress	Initial meeting set up to re-establish SHIP
NC/CB	Replacement Fire Doors. NC suggested applying for funding to carry out replacement – £6/8k	23/02/2023		
CP/CB	Sandy Hill Green Space Project	23/02/2023		