



**The Board of Trustee Meeting of
Hale Community Centre
Tuesday 9th May 2023 –
4:00 pm**

Present:	Norma Corkish (NC)	Chair
	Cathy Burroughs (CB)	Centre Manager
	Pat Evans (PE)	Trustee
	Joan Juniper (JJ)	New Trustee
	Cllr Catherine Powell (CP)	Surrey County Councillor & Trustee
	Simon Porter (SP)	Trustee
	Tom Quinn (TQ)	Trustee
	Melissa Salisbury (MS)	New Centre Manager
	Jeremy Stewardson (JS)	Accountant
	Jean Hounsham (JH)	Trustee (Minutes)

Apologies for Absence:	John Cattell (JC)	Trustee/Treasurer
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Not Attending:	Carol McFarlane (CM)	Trustee
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1.	DECLARATION OF INTEREST – none received	
2.	MINUTES OF THE PREVIOUS MEETING dated 21 st February agreed as a true record of said meeting	
3.	ACTION UPDATE	
	1) <i>Meeting 22/0/22 – Item 5.3 - Fundraising Strategy.</i> Revised Fundraising Strategy will be circulated for review after the Fundraising Meeting later this week.	NC
	2) <i>Meeting 22/02/22 – Item 7.7 - Review of Booking T&Cs.</i> New draft T&Cs will be deferred to the forthcoming exercise to update Policies.	JH
	3) <i>Meeting 22/02/22 – Item 7.11(f) - Girlz Club/Winery Visit.</i> Marked for removal - Girlz Club are planning to visit space2grow.	
	4) <i>Meeting 22/02/22 – Item 8.3 - Surrey Police training course.</i> Withdraw as there is now a new Borough Commander.	
	5) <i>Meeting 22/11/22 – Item 8.4 - Electric Hybrid Minibus.</i> CP still in discussion with Hale Academy.	CP
	6) <i>Meeting 23/02/33 – Item 3.1 - Refresher GDPR Awareness Training.</i> Staff training complete; Trustee training will be forthcoming - those	ALL

	Trustees having completed this training elsewhere will not need to do a refresher if they supply a relevant certificate of attendance.	
	7) <i>Meeting 23/02/23 – Item 6.3(k) - New Multi-Action Group to re-establish SHIP.</i> The new group will have their first meeting later in the week (Thursday)	NC
4.	<p>BOARD BUSINESS</p> <p>1) TRUSTEES</p> <p>a) NC extended a warm welcome to JJ who was attending her first Trustee Meeting today. TQ will be JJ's mentor as she is to replace CB as the HCC representative at the Health Inequalities Group. JJ's resume attached Enclosure 1.</p> <p>b) The Marriotts have now stepped down from Waverley Borough Council so will no longer be attending Trustee Meetings. NC thanked both for their involvement with HCC.</p> <p>c) Both Waverley Borough Council and Farnham Town Council will hopefully appoint new observers to the Board shortly.</p> <p>2) BUSINESS PLAN</p> <p>a) NC explained that this year's Business Plan is based on the operational plans agreed last year. As no comments were forthcoming NC announced that MS will now undertake regular review and update trustees as to progress of the Business Plan. Revised copy of Business Plan - attached Enclosure 2.</p> <p>b) The Operational Objectives Organisation Chart dated June 2022 requires updating for inclusion in the Business Plan.</p> <p>3) NEW POLICIES. Due to HCC's changing role within the community, several policies require updating to bring them in-line with current legislation. Over the course of the next couple of months various policies – Health & Safety, Data Protection, Safeguarding, Volunteer, etc will be available for Trustees to review and comment upon in the Private Area before being presented for approved at the next board meeting.</p> <p>NB: Voice Emails. The reason why some Trustees are receiving notifications of new files being copied into the Private Area, was due to a box - opting into receiving emails - being ticked during the joining process. As of now, the system has been updated, all Trustees are now opting-out of receiving these emails!</p> <p>4) MOSAIC. The Board agreed to hold a formal ceremony to unveil the plaque during the Wednesday Pop-Up on the 7th June.</p>	<p>NC</p> <p>NC</p> <p>NC</p> <p>NC/MS</p> <p>CB</p> <p>NC/JH</p> <p>ALL</p>

5	<p>CENTRE OPERATIONS</p> <p>1) MANAGEMENT ACCOUNTS</p> <p>a) RESTRICTED</p> <ul style="list-style-type: none"> i. JS updated on the twenty plus funds and grants currently being managed and confirmed that the 1-year fixed term saver with Charity Bank was now up and running ii. There are several funds where monies will be carried forward to next year including the second half of the Reaching Communities Grant. CB updated on an alternative plan which has been agreed with Reaching Communities whereby the carry-over of funds will be used to provide 'Alternative Education' for up to twenty young people from local schools to attend special lessons. All other monies from the Reaching Communities Grant will be carried over to year three. iii. Warm Hubs sponsored by Waverley Borough Council with a £2k grant, which has been used to cover room hire, etc; the outstanding balance will be used to cover electricity, etc. <p>b) UNRESTRICTED. JS took questions from the floor with regards to various overspent items against budget, including: -</p> <ul style="list-style-type: none"> i. Group Leader fees and expenses - overspend due to Summer School. ii. Fixtures & Equipment overspent was to do with equipment for the Youth Centre, new tables for the Main Hall (Covid Recovery Grant), new printer and sewing machines (grant from Weyside Rotary) and overspend due to summer holiday provision which has been invoiced and paid for by Personal Best. <p>c) It was suggested and agreed that JS includes notes with regards to discrepancies between Budget and Actual.</p> <p>2) CENTRE MANAGER'S REPORT</p> <ul style="list-style-type: none"> a) CB gave a further overview of the Commercial Hiring breakdown which now includes individual breakdowns for both the Community Centre and Youth Centre's commercial hirings. b) Opportunities Craft Group, the Board decided that the discretionary rate given to CM in respect of room hire will be extended until the end of August; providing additional time to secure funding and enable a review of both the Craft group and the Seniors group to take place. c) Community Fridge & Cupboard, thanks to grants from Waverley Borough Council's Household Support Fund (£15k) and Community Foundation (£5k) the Community Fridge & Cupboard have sufficient funds until May 2024. 	<p>MS/JS</p> <p>CB</p>
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<p>d) Project & Engagement Role has finished, the Board extended special thanks to Emma for all her hard work. Emma is now transitioning into a new role – Health & Wellbeing Co-ordinator – working with the Health Inequalities Group.</p>	
<p>e) Recruitment for the Community Development Role is not going well – so far there has been little or no interest. The position has now been advertised on the Charities Website and a Facebook post may be considered later.</p>	CB
<p>f) We have been successful in a bid to supply Summer Holiday Activities in the Youth Centre – 3 sessions over 4 weeks.</p>	
<p>g) Signage. SP, NC will do a walk round with CB to see what signage needs replacing, before the Board consider the various quotations.</p>	CB/SP/NC
<p>h) Risk Management: -</p>	
<p>i. Fire Risk Assessment were both approved – copies of both certificates will be available to view from the Private Area on the Website going forward.</p>	
<p>ii. Building Risk Assessment requires further work in line with a new Health & Safety Policy therefore this document will come back to the next meeting</p>	MS
<p>iii. Following a question from TQ, NC to look at updating the Risk Register.</p>	NC
<p>i) A recommendation and quotes for a new Intruder Alarm will be available for discussion at the next meeting.</p>	CB
<p>j) PAT Testing. The Board's preference is to source a third-party qualified to undertake PAT testing at both sites within the next 3 months. CP suggested speaking to the Lions who may have someone available to do this and SP offered to loan the relevant equipment needed to do the testing to a competent person who has done the training.</p>	CB/CP/SP
<p>k) CB's proposal to replace the damaged glass hob in the Youth Centre with a like for like from B&Q hob and worktop saver was approved.</p>	CB
<p>l) Quotes for replacement Fire Doors (£6/8k) are still under consideration.</p>	NC
<p>m) New Centre Manager's Laptop. The Board agreed to go ahead and buy a laptop from K2 Professional Services as per quote dated 24th April – ref QU-0015.</p>	CB
<p>n) Volunteers Week is from 1st to 7th June and a Volunteer's BBQ will take place at SP's Farm on the 8th of July. Those present agreed that HCC should pay for the ice cream van for the event and also speak to the photographer who attended last year's event.</p>	CB

6	<p>SAFEGUARDING</p> <p>1) Three individual incidents logged, including: -</p> <p>a) <i>Young male (15/16 years) hanging around after Youth Club had finished.</i> Staff training has been reviewed and a panic alarm will be fitted. PTSO are aware.</p> <p>b) <i>A parent at Stay & Play shared concerns about caring for her children due to family issues.</i> Pointed to Crisis Support/Talking Therapies.</p> <p>2) CP recommended that all reports go through the necessary channels.</p> <p>3) Two complaints with regards to Church on the Hill resulted in Tracy undertaking a spot check. The outcome of which is that Church staff will attend the Youth Centre's next safeguarding training session.</p> <p>4) In view of the issues with Church on the Hill, IDs will be set-up for Trustees to use when they are in the Centre and therefore likely to engage with visitors, etc.</p>	<p>CB</p> <p>CB/ALL</p>
7.	<p>OUTSTANDING MATTERS</p> <p>1) CB confirmed that Job Descriptions for the Centre Administrator and Administration Assistant are in the pipeline.</p> <p>2) JS will photograph the Centre and Youth Centre (inside and out) for the website.</p>	<p>CB</p> <p>JS</p>
8	<p>ANY OTHER BUSINESS</p> <p>1) NC welcomed MS to her first Board of Trustee Meeting and confirmed that CB's last day will be the 14th of June although CB will continue to help out with fundraising.</p> <p>2) TQ suggested that MS arrange individual get to know meetings with each of the Trustees when time permits.</p> <p>3) In closing the meeting SP extended thanks on behalf of the Board of Trustees to CB for all her years serving the community. The Board are hugely appreciative of everything she has achieved. In reply CB thanked the Board for letting her get on with things!</p>	<p>MS</p>
9.	<p>DATE OF NEXT MEETING – 5th September 2023 at 4:00 pm</p>	
10.	<p>NC closed the meeting at 6:20 pm thanking everyone for attending.</p>	

**NB: Please note with immediate effect a change of email address for Pat Evans:-
farnhampatevans@aol.com**