

HALE COMMUNITY CENTRE - BOARD ACTION LOG

Item 3.2

No.	Owner	Issue/Action	Updated	Completed	Update
		Meeting 24/02/21			
5.2	NC/CB	Environmental Policy. Regular monitoring to review the various challenges and demands of sustainable development	28/08/2023	ongoing	Final Draft of a new Environmental Policy now available to review/approve in the Trustee area (JH)
		Meeting 19/05/21			
4.1.	NC/CB/PE	Farnham Town Council evaluation and funding for a new BMX track in South Farnham		in progress	Discussions continue
		Meeting 02/12/21			
5.6(c)	CB	Obtain quotes to replace the carpet in the Lounge with hard flooring	22/02/2022	in progress	Sue working on quotes
5.6(d)	CB	Replacement Dishwasher	22/02/2022	in progress	Sue working on quotes
		Meeting 22/02/22			
5.3	NC/HW	Amendments to FR Strategy	09/05/2022	in progress	Minutes of 9th May - Revised Fundraising Strategy will be circulated for review after the Fundraising Meeting later this week (JH).
7.7	CB	Review of Bookings T&Cs including discontinuation of booking deposits	28/08/2023	ongoing	Final Draft of a new Booking T&Cs & Health & Safety and Safeguarding policies now available to review/approve in the Trustee area (JH)
8.4.	CP/NC	Consultation re Sculpture/Steps Project	17/05/2022	ongoing	
		Meeting 17/05/22			
6.1.9(a)(ii)	CB	HCC Environmental Policy and sustainability reference to be included in each of the five operational objectives			
6.1.(a)(ii)	CB	Investigate the addition of a Bike Shed in the Youth Centre	06/09/2022	in progress	Referred to the Maintenance Sub-Group
6.1.(b)(ii)	CB/CM/SP	Where does the Senior Group stand with regards to related projects in view of their being self funding			
6.1.(d)	CB	Risk Register to be reviewed	09/05/2023	ongoing	NC to look at updating the Risk Register to include the Youth Centre and Community Fridge & Cupboard (JH)
7.1.(i)	CB/CP	Discussions with SCC re-parenting 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
7.3.(b)	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.
8.2	NC/CB	Provision of a Youth Centre short/medium/long term budget for consideration	30/08/2023	in progress	In progress, discussions with FTC and 40Degreez regarding Lottery to support all youth work locally. (MS)
8.4	CB	Installation of additional water butts	30/08/2023	Complete	An extra water butt has been installed. (MS)
		Meeting 05/09/22			
6.7	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
6.10	CB	LED Lighting quotes to change all the lights in the centre	17/11/2022	in progress	
		Meeting 22/11/22			
5.2.4	CB	Look at possibility of a Member of the local Muslim Community becoming a Trustee	14/02/2023		

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5.2.5	NC	Strategic Meeting - what has been taken on and what happens next	14/02/2023	ongoing	
2.2	CB/PE	Possibility of Film Group who worked with FTC doing something similar at HCC	14/02/2023		
2.2	CB/SP	Possibilities for audio visual recording of events, etc	30/08/2023	ongoing	No action as far as I am aware. (MS)
8.4	CP	Electric Hybrid Minibus	09/05/2023	ongoing	Minutes of 9th May - CP still in discussion with Hale Academy (JH)
		Meeting 23/02/23			
3.1	CB/ALL	Refresher GDPR Awareness Training to be arranged.	11/08/2023	ongoing	Training now being undertaken (JH)
5.1	NC	Recruitment of new Trustees	30/08/2023	in progress	June Jessop joined the board on 9th May (MS)
5.2.(c)	CB	New Job Descriptions will be drawn up and circulated for both the Centre Administrator and the Assistant	09/05/2023	in progress	Minutes 9th May - these are in the pipeline
6.2.(d)	JS/NC	A grant to recoup monies for new signage, laptops and mobile phone.	30/08/2023	ongoing	Potential Awards for All bid (MS)
6.3.(b)	JC	Promotion feasibilities to attract new 'friends' – both individuals and companies	23/02/2023	ongoing	On going in conjunction with Fundraising Committee (MS)
6.3.(k)	CB/CP	A multi-action group to replace the Joint Action Group to be considered .	23/02/2023	in progress	Meeting 9th May - the new group will have their first meeting later in the week (JH)
6.3.(q)	NC	Replacement Fire Doors. NC suggested applying for funding to carry out replacement – £6/8k	30/08/2023	ongoing	Potential Awards for All bid (MS)
7	CP/CB	Sandy Hill Green Space Project	23/02/2023		
		Meeting 09/05/23			
4.1.(c)	NC	Both Waverley Borough Council and Farnham Town Council will hopefully appoint new observers to the Board shortly.	30/08/2023	in progress	Still unknown (MS)
4.2.(a)	ML/NC	Business Plan	09/05/2023	ongoing	MS will now undertake regular review and update trustees as to progress of the Business Plan.
4.2.(b)	CB	Operational Objectives Organisation Chart dated June 2022 requires updating for inclusion in the Business Plan.	09/05/2023		
4.3		New Policies - Health & Safety, Data Protection, Safeguarding, Volunteer, etc	09/05/2023	ongoing	New policies are available to review/approve via the Trustee area on the website (JH)
5.1.(c)	JS/MS	Management Accounts - it was suggested and agreed that JS includes notes with regards to discrepancies between Budget and Actual.	09/05/2023		
5.2.(b)	CB	A review of both the Craft group and the Seniors group.	30/08/2023	in progress	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 (JH)
5.2.(e)	CB	Recruitment for the Community Development Role	30/08/2023	in progress	Adverts are currently out, we will look at these over the next couple of weeks (MS)
5.2.(h(ii))	MS	Building Risk Assessment	09/05/2023	ongoing	First Draft requires further work in line with a new Health & Safety Policy therefore this document will come back to the next meeting
5.2.(i)	CB	New Intruder Alarm	09/05/2023	in progress	A recommendation and quotes for a new Intruder Alarm will be available for discussion at the next meeting.

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5.2.(j)	CB/CP/SP	PAT Testing.	30/08/2023	in progress	We have a retired electrician who we will be using for this and will be doing this in the next few weeks (MS).
5.2.(k)	CB	Damaged glass hob in the Youth Centre	09/05/2023		Replace the damaged glass hob with a like for like (hob and worktop saver) from B&Q.
6.4.	ALL	Trustee IDs will be set-up to use when they are in the Centre and therefore likely to engage with visitors, etc	09/05/2023		
8.2	ALL	MS to arrange individual get to know meetings with each of the Trustees	30/08/2023	in progress	To do (MS)