



# The Board of Trustee Meeting of Hale Community Centre

Tuesday 5<sup>th</sup> September 2023 –

4:00 pm

<b>Present:</b>	<b>Norma Corkish (NC)</b>	<b>Chair</b>
	Melissa Salisbury (MS)	Centre Manager
	John Cattell (JC)	Trustee/Treasurer
	Pat Evans (PE)	Trustee
	Joan Juniper (JJ)	Trustee
	Carol McFarlane (CM)	Trustee
	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)

		<b>Action</b>
<b>1.</b>	<b>DECLARATION OF INTEREST</b> – none received	
<b>2.</b>	<b>MINUTES OF THE PREVIOUS MEETING</b> dated 9 <sup>th</sup> May agreed as a true record of said meeting	
<b>3.</b>	<b>ACTION UPDATE</b>	
	1) <i>Meeting 02/12/21 – Item 5.6(d) – Replacement Dishwasher.</i> MS advised that issues with dishwasher are manageable. Ideally need to replace with an industrial model circa £1.5k. It was agreed to refer the replacement to the Fundraising Committee.	FR Committee
	2) <i>Meeting 22/02/22 – Item 5.3 – Fundraising Strategy.</i> Circulated with today's agenda and accepted by the Board today.	<i>Action complete</i>
	3) <i>Meeting 22/02/22 – Item 8.4 – Consultation re Sculpture/Steps Project.</i> CP advised there has been no further discussion.	CP/NC
	4) <i>Meeting 17/05/22 – Item 7.1(i) – Discussions with SCC regarding parenting support and conversion of the Family Centre to a Family Hub.</i> CP advised discussions are ongoing.	CP
	5) <i>Meeting 17/05/22 – Item 8.2 – Provision of a Youth Centre short/medium term budget.</i> CP/NC advised local councils currently looking at various ways to support youth provision through lotteries.	CP/NC
	6) <i>Meeting 22/11/22 – Item 2.2 – Audio visual recording.</i> NC/MS to pick-up with Tracy, as she has the relevant details for SP's contact.	NC/MS
	7) <i>Meeting 23/11/22 – Item 8.4 – Electric Hybrid Minibus.</i> CP advised original project on hold. New Bus Service – 'Surrey Connect' –	CP

	<p>serving the Farnham area started on 4<sup>th</sup> September. They have 2 minibuses based at Farnham Town Council. <b>NB:</b> The Centre now has use of Frensham Heights minibus.</p> <p>8) <i>Meeting 23/02/23 – Item 5.2(c) – New Job Descriptions for Centre Administrator and the Assistant.</i> Currently being worked on.</p> <p>9) <i>Meeting 23/02/23 – Item 6.3(k) – New multi-action group to replace the Joint Action Group.</i> SHIP's JAG now set-up, next meeting is scheduled for the 2<sup>nd</sup> of October.</p> <p>10) <i>Meeting 23/02/23 – Item 7 – Sandy Hill Green Space Project.</i> CP advised she has met with councillors from both Waverley Borough Council and Farnham Town Council. Refurbishment of the green space is now on the Waverley Borough Council's work list for completion in this financial year.</p> <p>11) <i>Meeting 09/05/23 – Item 4.1(c) – Council Observers to the Board.</i> Cllr CP said Tony Fairclough of the Farnham Residents Group has been appointed as the Farnham Town Council observer. There has been no confirmation from Farnham Town Council nor Waverley Borough Council re their appointed observer.</p> <p>12) <i>Meeting 09/05/23 – Item 5.2.(h(ii)) – Building Risk Assessment.</i> TQ advised that RAAC - reinforced autoclaved aerated concrete - will need to be mentioned in the Building Risk Assessment. CP to check with SCC who own the building to establish if there are any issues with the roof.</p> <p>13) <i>Meeting 09/05/23 – Item 6.4 – Trustee IDs.</i> MS advised all the IDs are available from the Office (hanging on the door)</p>	<p>MS</p> <p>CP</p> <p>CP</p> <p>NC</p> <p>NC/CP</p> <p><i>Action complete</i></p>
<p><b>4.</b></p>	<p><b>BOARD BUSINESS</b></p> <p>1) <b>UPDATE CONTACT DETAILS.</b> One change in respect of CP's personal mobile number. New listing available in the Trustee Area.</p> <p>2) <b>DRAFT RISK ASSESSMENT.</b> Further work to be undertaken in line with the Charity Commission Guidance (Ref: CC26) on including impact scores to give extra emphasis when assessing risk. NC, TQ and JJ to form a task group to look at the list of issues, including Fraud.</p> <p>3) <b>CHARITY COMMISSION UPDATES.</b> The main concerns with regards to the update were identified as being the roll out of Trustees' My Charity Commission Account and the Revised Annual Return which would not be an issue – MS already being registered with the Charity Commission.</p> <p>a) <b>New Annual Return Questions for Accounts</b> regarding the various policies and procedures the Charity need to have in place at the end of the financial period.</p>	<p>NC/TQ/JJ</p> <p>JC/JS</p>

b) <b>Martyn's Law Bill</b> will hopefully not impact on HCC when the Terrorism (Protection of Premises) Bill finally becomes law next year.	
c) NC/MS will ensure relevant information from the Charity Commission is circulated to the board going forward; NC will renew the charity's membership to NCVO (National Council for Voluntary Organisations).	ALL
4) <b>DRAFT END OF YEAR REPORT &amp; ACCOUNTS.</b> NC thanked those members of the board who gave initial feedback on the report at the meeting. A further copy will be circulated in due course.	NC
5) <b>POLICY REVIEW.</b> NC suggested setting a deadline of the end of September for feedback.	ALL
6) <b>FUNDRAISING: -</b>	
a) The draft <b>Income Generation Strategy</b> was accepted by the Board.	
b) <b>Fundraising Sub-Committee Update.</b> NC thanked JC for his report and recommendations with regards to a central database to target specific groups and improve feedback to supporters, etc.	
The board agreed to moving the recommendations forward to the next stage – undertake a due diligence check as to Oliver Deighan's suitability for the work being undertaken and also invite him to the next Fundraising Committee meeting for an informal discussion as to how we proceed.	Fundraising Committee
c) NC also advised that an expression of interest has been made to the Surrey Crisis Fund in respect of a fundraiser to help with individual donations and manage the database.	NC
d) NC updated on discussions the fundraising committee had been having with regards royal patronage – her Royal Highness the Duchess of Edinburgh – for the charity. The board agreed to moving this forward and it was suggested that NC talk to the Deputy Lieutenant - Bill Biddell - as to how to proceed.	NC
e) PE, who had not attended any of the recent Fundraising Sub-Committee meetings due to health issues, gave her apologies and asked what was happening with regards an Event. Members of the Fundraising Committee assured PE that various ideas had been discussed but no decision taken until she was ready to rejoin the group!	
f) NC asked CP to talk to the Hale Institute Management Committee as to the possibility of having a charity cricket match on the Rec next year?	CP
7) <b>BOOKING REVIEW.</b> It was agreed that the Board would look at bookings/rates of hire, etc at the next meeting in view of MS's	MS/JH

	<p>comments in her report (para 25.2) with regards to capacity issues. SP requested this review include recognising the Centre's champions.</p> <p>8) <b>STAFFING</b> – para 21 of the Centre Manager's Report</p> <p>a) The board supported in principle the proposals MS made in her report with regards the <b>Centre Administrator</b> (para 21.1) and <b>Admin Assistant</b> (para 21.2) subject to new job descriptions and budget being forthcoming.</p> <p>b) Fridge Co-ordinator (para 21.3) pay increase and additional hours was approved as this involves restricted income.</p> <p>c) <b>Cleaner</b> (para 21.4). The board agreed to MS's proposal to look at all options for replacing the cleaner before submitting a proposal for consideration.</p>	<p>MS</p> <p>MS</p> <p>MS</p>
<p>5.</p>	<p><b>CENTRE OPERATIONS</b></p> <p>1) <b>MANAGEMENT ACCOUNTS.</b></p> <p>a) JS opened this segment of the meeting by going over the notes he included at the bottom of the Statement of Financial Activities – year ending 31<sup>st</sup> March 2023 Item 5.1(c).</p> <p>b) After further discussion it was agreed that Page 2 of the Statement of Financial Activities – Restricted Use Funds Activity - would not be published.</p> <p>c) The board agreed to a suggestion for a Youth/Staff contingency fund to be created, which is clearly defined in the accounts.</p> <p>d) Financial Review to be undated along with the Reserve Policy.</p> <p>e) JS took questions from the Board with regards to the Management Accounts for the 3 months ended 30<sup>th</sup> June, including donations, high salary figure due to having 2 Centre Managers in June/July and Group Leaders (Emma) support of the Youth Centre – re the latter, it might reflect good practice but there needs to be clarity as to how we cover costs.</p> <p>f) <b>Fridge Finance - new fridge for the kitchen.</b> MS advised that she had applied to the Round Table for a grant to cover the cost - £6/900. In the meantime, the board suggested a review be undertaken of all the fridge/freezer appliances in the Centre, including comparing benefits/recommendations for replacing like for like and commercial appliances.</p> <p>2) <b>NOT FOR PROFIT GROUP REVIEW.</b> Apologies were accepted for the wrong hire rate being charged to both the Seniors Coffee Morning and Craft for All up to the end of August. SP advised that the Seniors Coffee Morning group were OK to continue being charged £10/hour. CM will talk to her group and relay her decision when she confirms her booking for this term. It was confirmed that CM now has the resources to pay for the rent.</p>	<p>NC/JC/JS</p> <p>MS</p> <p>CM</p>

### 3) CENTRE MANAGER'S REPORT

NC thanked MS for doing a good job with her report.

a) **Sandy Hill Notice Boards.** The notice boards on the estate are in a poor state of repair. CP advised that the maintenance of these boards will be included in the agenda for the SHIP meeting, and she will also set-up a walk round with Waverley Borough Council and Vivid representatives. CP

b) **Plan for Hale** to be discussed at SHIP meeting. Stakeholders on board, so good attendance expected. CP

c) **Supporting Paperwork.** It was suggested that the amount of supporting paperwork needs to be reviewed - ideally reports need only flag up what needs escalating to the board. ALL

NC suggested that the board consider all trustees having an oversight role on a specific project. NC and JJ to undertake an overview of projects. ALL

d) **Emerging Issues** (para 25 of MS's report): -

i. (Para 25.1). Waiting Outside. CP advised that planning permission (Surrey County Council) would be needed for a permanent structure. MS

ii. (Para 25.4). Surrey County Council Local Area Coordinator Positions. LAC interviews arranged for 19<sup>th</sup> September.

iii. (Para 25.5). Use of the Hut on Sandy Hill. Farnham Round Table have offered to fit out the Hut with shelves. CP advised that the old Youth Service Map on the wall of the Hut needs to be removed and preserved. It was also suggested that the Round Table be invited to help at community functions. MS

iv. (Para 25.6). Seniors Day Care Provision. As there is no provision available, CP suggested pointing anyone asking to the Gostrey Centre in Farnham and the new bus service.

e) **Dates for the Diary.** The Centre would love Board participation in all forthcoming events. ALL

f) **Future Expenditure:** \_

i. **Alarm System.** The board agreed to go with the preferred option – AB Alarms – 1038 Security Products. MS

ii. **Door and Threshold.** To be referred to the Fundraising Committee – possibility of applying for a Funds 4 All grant. Fundraising Committee

iii. **DBS Checks.** This is a returning issue first brought to the Board's attention in November 21 - *'for Board consideration: currently we use Surrey Community Action to process our DBSs, but they will only support one if I can provide a government eligibility check which* MS

	<p><i>tells you which level of check you are able to access for different roles. Very few of our roles fit into the predefined boxes i.e., Sue. So can the Board decide if they want DBS checks on office staff which can only be at the basic level?</i></p> <p>It was therefore suggested that MS re-investigates other DBS Umbrella Bodies with a view to replacing the current user – Community Action,</p>	MS
6.	<p><b>SAFEGUARDING</b> – as per MS report (para 20) only one safeguarding issue. Reported to Barnardo’s and Homestart and logged. Other agencies are working with the person.</p> <p>Copies of the Volunteer Handbook and draft Volunteer role descriptions as mentioned in MS’s Report (para 22) were circulated at the table for comment. <b>NB</b> Due to issues during the summer, the handbook will be updated to include a note restricting children from accompanying volunteers when they are on shift.</p>	
7.	Any outstanding matters arising from the notes of the previous meeting – None were forthcoming.	
8.	<b>ANY OTHER BUSINESS</b>	
	1) <b>DATE FOR THE ANNUAL GENERAL MEETING</b> – Tuesday 21 <sup>st</sup> November – following the Trustee Meeting. The board agreed there would be no public meeting this year, other than opening the meeting up to Volunteers.	
	2) TQ issued a reminder to the Centre to mitigate risk with regards the latest strain of COVID-19. There are no COVID-19 restrictions in the UK at present, therefore latest advice if anyone thinks they have COVID-19 is to stay at home.	
	3) JS asked for his compliments to be passed onto Sue with regards the work she has been doing on debt control. CP suggested emailing her details of any outstanding NHS debts as she can raise these with her contact.	MS/JS
	4) <b>SOCIAL EVENT FOR THE BOARD.</b> NC’s suggestion to arrange a social event was well received but due to time restrictions; initial suggestion was to defer this to next year.	
9.	<b>DATE OF NEXT MEETING – Tuesday 21<sup>st</sup> November – 4:00 pm</b>	
10.	NC closed the meeting at 6:35 pm thanking everyone for attending.	