

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		ongoing	Discussions continue
Meeting 02/12/21					
5.6(c)	CB	Obtain quotes to replace the carpet in the Lounge with hard flooring	14/11/2023	ongoing	We would love to replace the carpets however due to the high ticket price we have just had them cleaned throughout. They are a lot better but could still do with replacement at some point. MS
5.6(d)	CB	Replacement Dishwasher	14/11/2023	ongoing	On reflection and having had hirers complain we have asked Farnham Round Table to fund a new machine up to £1k, we are in the process of selecting and ordering. MS
Meeting 22/02/22					
8.4.	CP/NC	Consultation re Sculpture/Steps Project	05/09/2023	ongoing	CP advised there has been no further discussion
Meeting 17/05/22					
6.1.(a)(ii)	CB	Investigate the addition of a Bike Shed in the Youth Centre	06/09/2022	ongoing	Referred to the Maintenance Sub-Group
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 reparenting support for 7 to 11 year olds and the possibility of converting the Family Centre to a Family Hub	14/11/2023	ongoing	The Family Centre is now being run by Barnardos and there is a lot of work taking place to provide more support for local families. Their remit is predominantly for families with a high level of need. MS
8.2	NC/CP	Provision of a Youth Centre short/medium/long term budget for consideration	14/11/2023	ongoing	In progress, discussions with FTC and 40Degreez regarding Lottery to support all youth work locally
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	14/11/2023	ongoing	Quotes were sourced by funding was rejected. This is desirable but funding would be needed.
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	ongoing	
5.2.5	NC	Strategic Meeting - what has been taken on and what happens next	14/02/2023	ongoing	
2.2	CB/SP	Possibilities for audio visual recording of events, etc	05/09/2023	ongoing	NC/MS to pick-up with Tracy as she has the contact details.
8.4	CP	Electric Hybrid Minibus	05/09/2023	ongoing	CP advised project on hold. New Bus Service for Farham started on 4 th September – Surrey Connect – they have 2 mini-buses based at Farnham Town Council. NB: The Centre has use of Frensham Heights mini-bus.

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Meeting 23/02/23					
3.1	NC/ALL	Refresher GDPR Awareness Training to be arranged.	11/08/2023	ongoing	Training now being undertaken (JH)
5.2.(c)	MS	New Job Descriptions will be drawn up and circulated for both the Centre Administrator and the Assistant	05/09/2023	ongoing	MS advised these are currently being worked on.
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.(q)	NC	Replacement Fire Doors. NC suggested applying for funding to carry out replacement – £6/8k	05/09/2023	ongoing	To be referred to the Fundraising Committee – possibility of applying for a Funds 4 All grant.
7	CP	Sandy Hill Green Space Project	05/09/2023	ongoing	CP advised she has met with councillors from both WBC and FBC. Refurbishment of the green space is now on the list for WBC within this financial year.
Meeting 09/05/23					
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.
5.2.(h(ii))	MS	Building Risk Assessment	14/11/2023	ongoing	Sue needs some protected time to sort this (MS)
5.2.(i)	CB	New Intruder Alarm	05/09/2023	in progress	The board agreed to go with the preferred option – AB Alarms – 1038 Security Products. Sue working on this (MS).
5.2.(j)	CB/CP/SP	PAT Testing.	14/11/2023	Completed	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	14/11/2023	Completed	Replace the damaged glass hob with a like for like (hob and worktop saver) from B&Q. (MS)
8.2	ALL	MS to arrange individual get to know meetings with each of the Trustees	14/11/2023	in progress	Ongoing, although I think we are all getting to know each other as time goes by (MS)!
Meeting 05/09/23					
4.2	NC/TQ/JJ	Draft Risk Assessment	05/09/2023		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. A task group to be formed to look at the list of issues, including Fraud.
4.3.(b)	NC/MS	Information from the Charity Commission	14/11/2023	Completed	Done. Charity's membership to NCVO (National Council for Voluntary Organisations) renewed for 3 years (MS).
4.4	NC	Draft End of Year Report & Accounts	14/11/2023	in progress	A final copy will be circulated in due course (JH).
4.6.(b)	NC	Undertake a due diligence check as to Oliver Deighan's suitability for the central database work	05/09/2023		OD to be invited to the next Fundraising Committee meeting for an informal discussion as to how we proceed
4.6.(c)	NC	Royal Patronage	05/09/2023		NC to talk to the Deputy Lieutenant - Bill Biddell - as to how to proceed
4.7	MS/JH	Booking Review	14/11/2023	Completed	Note in report (MS)
4.8. (a) & (b)	MS	Staffing increments – para 21 of the Centre Manager's Report	14/11/2023	Completed	All completed (MS)

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4.8.(c)	MS	New Cleaner.	14/11/2023	Completed	Agreed and Dalton is now employed after a month's trial (MS)
5.1.(d)	NC/JC/JS	Financial Review to be undated along with the Reserve Policy.	05/09/2023		
5.1.(f)	MS	Fridge Finance comparison - new fridge for the kitchen.	14/11/2023	in progress	No actual comparison has been done but most Fridges/freezers are second hand therefore probably not as efficient as they could be. We have 4 freezers, 1 fridge, 1 fridge freezer in the Fridge project. We could look at a rolling replacement of these as we receive donations. However I am mindful that we only have secure funding for the project until June next year and am keeping some of this money as contingency (MS).
5.3.(a)	CP	Sandy Hill Notice Boards	14/11/2023	ongoing	Work in progress. We are trying to get Vivid to support replacing the perspex screens on these (MS).
5.3.(b)	CP	Plan for Hale	14/11/2023	ongoing	Moving forward with this but more specifically for Sandy Hill (MS)
5.3.(c)	ALL	Agenda Supporting Paperwork.	05/09/2023		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.
5.3.(c)	ALL	Board to consider all trustees having an oversight role on a specific project	14/11/2023	ongoing	Projects available include Cooking, Fitness, Christmas projects, Fridge and Food projects (MS)
5.3.(d)(i)	MS	Permanent Structure for Waiting Outside.	14/11/2023	in progress	Do we want to go ahead with this (MS)?
5.3.(d)(iii)	MS	Round Table be invited to help at community functions	14/11/2023	ongoing	Ongoing, being asked to help with SHIP event 27th May 24 (MS)
5.3.(f)(iii)	MS	DBS Checks. A returning issue first brought to the Board's attention in November 21	14/11/2023	in progress	MS re-investigates other DBS Umbrella Bodies with a view to replacing the current user – Community Action. Not much luck here (MS)