



The Board of Trustee Meeting of Hale Community Centre

Tuesday 21st November 2023 – 4:00 pm

Present:	John Cattell (JC) Melissa Ellenden (MS) Joan Juniper (JJ) Cllr Catherine Powell (CP) Simon Porter (SP) Melissa Salisbury (MS) Jeremy Stewardson (JS) Jean Hounsham (JH)	Trustee/Treasurer Proposed New Trustee Trustee Surrey County Councillor & Trustee Trustee Centre Manager Accountant Trustee (Minutes)
Apologies for Absence:	Norma Corkish (NC) Pat Evans (PE) Tom Quinn (TQ) Cllr Tony Fairclough ⁽¹⁾	Chair Trustee Trustee Waverley Borough Council & Farnham Town Council Observer
Not in Attending:	Carol McFarlane (CM)	Trustee

		Action
1.	JC opened the meeting by explaining that he had been asked to take the Chair today in NC's absence; there was also a warm welcome to ME in her new role as Trustee attending her first Board Meeting and both the Chair and those present extended their best wishes to both NC, PE and TQ for a speedy recovery.	
2.	DECLARATION OF INTEREST – none received	
3.	MINUTES OF THE PREVIOUS MEETING dated 5 th September were agreed as a true record of said meeting	
4.	ACTION UPDATE 1) <i>Meeting 19/05/21 – Item 4.1 – Council evaluation for new BMX track in South Farnham.</i> CP advised closure of this item. 2) <i>Meeting 02/12/21 – Item 5.6(d) – Replacement Dishwasher.</i> Dishwasher now on order, therefore item to be marked for removal. 3) <i>Meeting 22/02/22 – Item 8.4 – Sculpture/Steps Project.</i> CP advised this was now on the back burner. 4) <i>Meeting 17/05/22 – Item 7.1(i) – SCC Family Centre/Family Hub discussions.</i> CP advised we are doing as much as we can therefore item marked for removal.	Marked for removal Marked for removal CP/NC Marked for removal

	<p>5) <i>Meeting 17/05/22 – Item 8.2 – Youth Task Group.</i> CP advised discussions were now underway with Farnham Town Council in respect of an annual Children & Young People’s precept of £5/head and a community ‘Gather Well’ lottery similar to the one run by Rushmore Borough Council.</p> <p>6) <i>Meeting 05/09/23 – Item 4.6(b) – Central Database.</i> JC advised that this was ongoing. Initial discussions with Oliver Deighan will take place at the next Fundraising Committee Meeting later this week.</p> <p>7) <i>Meeting 23/02/23 – Item 6.3(k) – New multi-action group to replace the Joint Action Group.</i> CP request this item be removed from actions as group not reporting to the Board</p> <p>8) <i>Meeting 05/09/23 – 5.3(b) – Plan for Hale.</i> CP asked for this to be marked for removal as now a SHIP project.</p> <p>9) <i>Meeting 05/09/23 – Item 5.3(d)(i) – Permanent Structure for waiting outside.</i> After a general discussion, it was decided that MS go ahead and procure plans to provide a non-permanent shelter on a timber/metal plate away from the front door to alleviate the need for planning permission.</p>	<p>CP/NC</p> <p>JC</p> <p>Marked for removal</p> <p>Marked for removal</p> <p>MS</p>
<p>5.</p>	<p>BOARD BUSINESS</p> <p>1) CHAIR STEPPING DOWN. JH served notice on behalf of NC that it is her intention to step down next year. Further details to follow.</p> <p>2) WAVERLEY BOROUGH COUNCIL & FARNHAM TOWN COUNCIL OBSERVER⁽¹⁾. CP advised that TF has sent apologies for today’s meeting due to now having Council commitments on Tuesday afternoon/evenings.</p> <p>3) VOLUNTEER LUNCH. A proposal by SP was agreed by those present, that trustees attending the Volunteer Lunch on the 7th of December be prepared to take over responsibility for serving staff and volunteers their lunches.</p> <p>4) STAFF CHRISTMAS LUNCH. SP proposed and it was agreed that trustees join staff, at trustees’ own expense, for an annual Christmas Lunch this year. MS to agree day and time with staff for late January.</p> <p>5) NATIONAL COUNCIL FOR VOLUNTARY ORGANISATIONS. HCC have now renewed their membership to the NCVO which all Trustees can access.</p> <p>6) POLICY REVIEW. JH advised that all the new policies – health & safety, safeguarding etc are available to download from both the website and the Trustee Private Area.</p>	<p>ALL</p> <p>MS</p> <p>NC</p>

	<p>In view of the Chair standing down next year, it was agreed that JH continue updating policies and procedures in line with the Business Plan and Draft Risk Assessment.</p>	<p>ALL</p>
<p>6.</p>	<p>CENTRE OPERATIONS</p> <p>1) MANAGEMENT ACCOUNTS.</p> <p>a) JS opened this segment of the meeting by highlighting the various areas within the ‘additional information for second quarter’ that accompanied the Unrestricted and Restricted paperwork.</p> <p>b) Within a general discussion further areas were mentioned – core cost/room hire recovery – well over budget; £5k grant from Nat West; surplus funds mainly due to grants and the current fixed gas/electric deal coming to an end; Health & Wellbeing showing a deficit of £4k and Community Fridge’s second part of grant not yet received.</p> <p>c) Grants for Girlz and Youth Club not being spent. MS stated she believes this is due to the original bids including allocations to provide external workshops which the young people, other than the younger girls group, are not interested in!</p> <p>d) MS confirmed funders understand and want to continue supporting the Youth Centre, therefore on-gong discussions have started with regards to the possibility of asking for an extension, extending the Mighty Oak Project with Heath End School to two sessions a week, employing another youth worker and extending outreach. As and when Tracy has written her end of year report, a meeting will be arranged.</p> <p>e) JS also identified the need for a Policy/Procedure be agreed with regards to grant applications. In view of the work currently being undertaken by TQ/JJ in respect of HCC’s Risk Assessment it was suggested that JC/JS have involvement in the financial aspects of this project. JH to send JS/JC the necessary paperwork and invite them to the next meeting in the new year.</p> <p>In closing this segment of the meeting JS reminded everyone that he is on holiday from mid-December to late January. JC will be doing payroll in his absence.</p> <p>2) CENTRE MANAGER’S REPORT</p> <p>1) Two points arising from MS’s report were suggested: -</p> <p>a) Ideally the Strategic Objective key on page 6 needs to be in the footnote of each page of the Manager’s report.</p>	<p></p> <p>MS</p> <p>JC/JS TQ/JJ for info</p> <p>ALL</p>

	<p>b) CP requested that any future Donation Transaction reports – page 13/14 of the Staff Team Board Report – not to be circulated.</p> <p>2) Coffee Machine Replacement. MS updated on the need to replace the Centre’s leased coffee machine – current quote to purchase a new bean to cup machine is £2,700 plus VAT and maintenance agreement. In view of the cost involved CP/SP suggested no decision be taken for the next 3 weeks whilst they speak to contacts with regards to other options.</p>	MS/CP /CP
7.	SAFEGUARDING – No safeguarding issues	
8.	There were no outstanding matters arising from the notes of the previous meeting.	
9.	<p>ANY OTHER BUSINESS</p> <p>1) DATES FOR NEXT YEAR’S BOARD MEETING. It was proposed that next year’s meetings be held on a Thursday – 12:30 to 2:30 pm - if this is agreeable to those Trustees not attending today’s meeting.</p> <p>2) MS reminded Trustees to contact her if they wanted to get involved in any projects or would be available to help on Christmas Eve in the Fridge & Cupboard.</p>	ALL ALL
10.	PROPOSED DATE OF NEXT MEETING – to be confirmed in due course.	
11.	JC closed the meeting at 5:45 pm thanking everyone for attending.	