

HALE COMMUNITY CENTRE - BOARD ACTION LOG

Item 3.2

No.	Owner	Issue/Action	Updated	Completed	Update
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
Meeting 22/02/22					
8.4.	CP/NC	Consultation re Sculpture/Steps Project	21/11/2023	Dormant	CP advised this was now on the back burner.
Meeting 17/05/22					
8.2	NC/CP	Provision of a Youth Centre short/medium/long term budget for consideration	21/11/2023	ongoing	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.
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					
2.2	CB/SP	Explore possibilities for an audio visual recording of events, etc	09/01/2024	ongoing	MS advised We have met with Mike Wood who is going to make a film about the centres and the work that is going on.
8.4	CP	Electric Hybrid Minibus	05/09/2023	On hold	CP advised project on hold. New Bus Service for Farham started on 4 th September – Surrey Connect. NB: The Centre has use of Frensham Heights mini-bus.
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.	09/01/2024	ongoing	No progress as yet with regards to NC look at a bid to fund the main board and the door thresholds etc (MS)
6.3.(b)	JC	Promotion feasibilities to attract new 'friends' – individuals/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	Referred to the Fundraising Committee – possibility of applying for a Funds 4 All grant.
7	CP	Sandy Hill Green Space Project	09/01/2024	ongoing	CP now leading a SHIP initiative to refurbish the GreenSpace
Meeting 09/05/23					
4.2.(a)	ML/NC	Business Plan	09/01/2024	ongoing	MS advised there has been no progress with regards to a review and update for trustees as to progress of the Business Plan.
5.2.(h(ii))	MS	Building Risk Assessment	09/01/2024	ongoing	Ongoing (MS)

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5.2.(i)	CB	New Intruder Alarm	09/01/2024	in progress	The board agreed to go with the preferred option – AB Alarms – 1038 Security Products in Sept 23. Works to be booked in later this year.
Meeting 05/09/23					
4.2	NC/TQ/JJ	Draft Risk Assessment linked to Item 6.1.(d) from meeting on 17th May 22 - to include the Youth Centre and Community Fridge & Cupboard	05/09/2023	in progress	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.
4.6.(c)	NC	Royal Patronage	05/09/2023	ongoing	NC to talk to the Deputy Lieutenant - Bill Biddell - as to how to proceed
5.1.(d)	NC/JC/JS	Financial Review to be undated along with the Reserve Policy; also linked to Item 6.1.(e) from meeting on 14th November 23	21/11/2023	in progress	A Policy/Procedure be agreed with regards to grant applications as part of Financial Review.
5.1.(f)	MS	Fridge Finance comparison - new fridge for the kitchen.	09/01/2024	in progress	New Fridge for the Kitchen has been provided by the Round Table together with the new Dishwasher. We have made an application to Hubbub itemising new Freezers for the Fridge Project. (MS)
5.3.(a)	CP	Sandy Hill Notice Boards	09/01/2024	ongoing	Councillor Powell has given us funding via her grants scheme to refurbish the boards on the estate. Jo will be working on this as part of the Comm, Dev work. (MS)
5.3.(c)	ALL	Agenda Supporting Paperwork.	05/09/2023	To be considered	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	09/01/2024	ongoing	Trustee Joan Juniper has been along to the Cooking for the Heart and Soul Project, we would love it if the trustees had some time to come and spend time to see how busy we are! (MS)
5.3.(d)(i)	MS	Permanent Structure for Waiting Outside.	09/01/2024	in progress	SP has researched and we will need Planning Permission. We should review if we thing we want to ask for permission for anything else at the same time.
5.3.(d)(iii)	MS	Round Table be invited to help at community functions	09/01/2024	ongoing	They have offered £250 and some labour to help repurpose the Hut on the Greenspace. (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 is ongoing – Community Action. Not much luck here.
Meeting 14/11/23					
5.1	ALL	Notice served on behalf of NC of her intention to step down next year	21/11/2023		
5.6	ALL	Policy Review. In view of the Chair standing down next year, the Board agreed to continue reviewing policies and procedures in line with the Business Plan and Draft Risk Assessment.	21/11/2023		
6.1.(d)	MS	Consideration to be given to extending the Mighty Oak Project with Heath End School to two sessions a week, employing another youth worker and extending outreach.	21/11/2023		