**Manorfield Board Meeting Monday 24th April 2023**

**Attendees:** Kim Groves, Karen, Ian Rodley, Christine Webb, Chrisie Emmonds

**Appologies:** No appoligies but Denise was absent and Carole

**Hall Usage & Activities:**

Tots group – New Volunteers, Amber Liz Faye Leah Carly

Scouts & Cubs, Omnis, Food Pantry, Debbie Dance Theatre, DAZL, Church

* Do we need to purchase a dishwasher for hall activities?
* All regular users must have now become key holders with new policies, and leases put in place by DAZL.
* Risk assessment, first aid and all activities requested and filed to ensure the hall has done diligence. Implemented from DAZL and now mandatory condition of Manorfield as this was not enforced by the previous manager
* DAZL admin to sign off all documents from all key holders to ensure all comply with our policies and procedures.
* DAZL has taken over social media and now supporting groups with the marketing of their activities.

**Item To Action**

* Clean up around the building, clean out all cupboards, refile all office
* Volunteers- to set up First Aid Training, Health & Health Level 2, DBS and Safeguarding Level 2 ( through DAZL )
* Debbie Heart's new dance banner
* BITMO & Mears: New paint, all the grounds, path tarmacked, all fence to redo
* Foodbank to be painted, reconfigured
* Improved signage is needed throughout

**Other items Actioned**

* Removed the pool tables and balls, broken furniture and emptied old broken and members' personal belongings from the container to provide space for users and the hall.
* Bills have been changed over from the previous manager's name and personal address. We have ensured the charity relief off Gas & Electric/ Water has been added.
* The bin contract has been implemented for larger bins, regular pickup and sanitary/ nappy bins as a legal requirement as this was not in place under previous management.
* The LLC Service charge on the exterior grounds has had the previous manager removed and a direct debit is now in place for the future.
* All correspondents have been changed over to the Manorfield email and contact number and not that of the previous employee.
* Due to all emails being removed and deleted by the previous employee, we had no contacts or information which has made implementing more transparent and clearer policies and procedures difficult. We aim to have all new procedures and enhanced due diligence in place to ensure moving forward the previous issues and concerns do not happen again.
* DAZL team to create a leaflet of what is happening at the hall which will invite the local community into the hall to increase usage and also widen the reach in terms of activities which are been provided.
* All replace and also create signage which is missing from the centre and ensure we are fully compliant as there seem to be health and safety items missing.
* All keys have been changed on the Foodbank due to DAZL discovering the food has been misused. New systems for donations have been implemented by DAZL.
* Board member CK is to remove all personal items from the hall and hall storage.
* Neighbourly – B&Q- Volunteer Hours to modernise the hall which is in disrepair

**Concerns**

* Comments have been made on the Manorfield Facebook account by previous board members and family members of previous employees. A false account was created to slander the hall. These have been screened shot and printed out, filed for any future reference.
* The party rate of the first hour to increase and an additional call-out fee for out-of-hours service will be £20.
* Board member CK was quite open to not having or wishing to obtain a valid DBS, safeguarding or Health & health training. Under DAZL this can not happen and action is to be taken regarding this.

**Funding/ Finances**

* We were awarded GREEN Token from ASDA and received £400
* £1,500 to come in via earn income, hall hire and groups.
* Finances monthly bookkeeping via DAZL team and as per DAZL police Manorfield Hall to become cashless to ensure accurate book-keeping and to ensure issues from previous management are not repeated.
* Need a bank card/ credit card as we move completely online with no cash on-site
* Banking app, Ian and Christine are to be added to the app and online banking
* All parties are to be booked online and money transfer ONLY.
* Lock up – box of ruck sacs, Chrisie has sold £40 so far for hall funds
* Accounts were filed but many questions regarding the previous spending of the previous manager

**Manorfield Hall Policies & Procedures,**

* Residents meeting to start back up
* Bacon sandwich club – butties, cuppa morning- to fundraise, flyer and set up
* Fire safety to be updated
* Polices to be created, reviewed and updated, especially identified missing policies.

**Gaps in provision**

Action for the next meeting to identify gaps in provision

Next meeting TBC via email