

Order	Workstream	Prev	Cur	Direction of travel	Current Status	Last Updated	Path to Green	Comments	Actions
1	Centre Users	A	A	Worse	We have had one incident where we have had to refund the use of the room as the user could not gain access (they had lost the code for the door). Richard wasn't immediately available. We need to review the out of hours telephone number system or lack thereof. The new pricing structure has gone out with no negative feedback so far. We currently have 1 cleaner signed off work now until the end of May (Signed off since December), we have a replacement cleaner for during the week, only covering 4 days out of 7. We need to consider the possibility of another cleaner ideally for the weekends. see #1 for current cost of cleaning. Room Occupancy is down to 26% in April from 33% in March. This is	27/04/2023	Improve process for debt mgt. Feedback mechanism for centre users. Improve out of hours contact system for users - see notes in IT - Additional Cleaner required to keep on top of the cleaning every day		Put in place monthly statements with invoices. Review feedback loop for Users
12	Fundraising & Grants	A	A	Better	Met with fundraiser for Bgrade theatre, provided options for core costs funding. Considering proposal to pay a fundraising professional on a no win no fee basis as recommended by Coventry Boys and Girls Club. looking at core and maintenance cost grants to cover costs of roof and future utilities (increased costs predicted to rise over 200% from September 2023) Biffa etc, CEF grants from HS2. Three Justgiving streams set up to fundraise for specific projects as well as local giving. Push to run campaigns on all planned over next 6 months. See grant tracker #3	27/04/2023	Increase sustainability of funding and grants to ensure high quality provision continues without reliance on sole funders.	Made a decision to close out historical grant unless we are chased. Grant tracker now in place. We have additional volunteers to help with grant applications, working through content and planning.	
11	Marketing	A	A	Same	Marketing and communication strategy needs to be completed. Active on social media. Online Brochure Updated, LinkedIn reactivated, newsletter is being worked on and created. could do with help on LinkedIn to develop network and build connections with potential business sponsors and also to seek treasurer - Marketing Budget?? SM has consulted a potential designer to		Marketing strategy in place and being followed		Centre signage.
12	Finance	A	A	Same	No Treasurer - trustees have advertised for one. Graham is talking to Cava Centre Mgrs need tools to be able to understand accounts. Working on a forecast based on current income. Last years accounts put us at a running loss of -£14K current hire income does not cover the cost of running the building, the gap needs to be bridged - See Accounts update #4	27/04/2023	Recruit Treasurer or extra external Accountancy Support. Need monthly Management Accounts.		Need to put in place Mgt account templates.
4	Radio Abbey	A	A	Better	Radio Abbey Big Quiz was a great success, raised funds and profile on the radio station. Still need additional technical support for Radio Abbey. Talking to Youth Club about having their own Youth Talk show on a Friday Night. Currently selling off old equipment on ebay to raise fund. Sold a old mixing desk, a speaker and music player. Funds raised from Big Quiz and equipment sale currently £350	03/03/2023	Fundraise for and rooms soundproofed Garage converted to a useable space with wellbeing garden. Defined schedule in place with the ability to pre record, or schedule previous shows to replay Process in place for volunteer induction.		Need to apply for RT Funding from fireworks. Proposal for the outside garage space.
5	Abbey End Studios	A	A	Better	Applied for up to £4500 from the Round Table to fund the equipment and staffing for the POD which will be turned into a music editing suite for new. Training provided by Howard. POD has been cleaned out and desks and chairs donated.	03/03/2023	Relocated Radio Abbey. Soundproofing in place. Plan in place for next steps.		Next action is to apply for CIL to support the further development of this project.
13	Environmental	A	A	Same	Need a review. New Recycling system available, Grenshoots grant to be spent by the end of the summer.	03/03/2023	Improve biodiversity and environmental impact of tKC and ensure meeting the goals of Env. Policy. Sub group in place inc Youth rep.		
1	Room Usage	A	A	Same	Current overall Room usage at 30% Which is 'Good' in this sector, identifying areas that could be improved and gaps No losses or newbies since last report	03/03/2023	Reports to assess planned vs actual usage. Increased usage of POD/Snug Rooms fit for purpose with marketing strategy in place. _ Room hire income actually covering costs of running the building.		Working on making the reports easier to understand.
14	Governance & Policies	A	A	Same	RA updated, Safeguarding updating, fire safety under review. Still many policies need updating.	03/03/2023	All policies up to date.		
	Fire Safety			Worse	Two meetings have been held with a local fire representative, concerns about fire doors being propped open by users, looking into magnetic door holders. Tyres under the external fire escape have been cleared, fire doors need to be checked weekly. Alarm panel needs a full test, Lucas are behind on this, it should have been done in Feb. This is now being done on the 11th May. Fire Alarm Panel and Intruder alarm panel are linked to one 24/7 BT phone line (something else to consider for the line switch off) so one can not be isolated from the other. Cost for servicing both is £980, but that is for a 6 monthly check on the fire alarm (£300) but a 12 month contract and check on the Alarm panel. I have asked Lucas to bring these down to 6 months for both and back date it to Feb when it should have been done. This then gives us room to review the whole system in July, waiting on quotes from alternative suppliers. some of these include fire extinguisher. so we may be	27/04/2023			

15	IT & Telecoms	A	A	Same	Now have microsoft 365 charity license - need to install. Agree that we will softly move to 365 not Google going forward, need plan to implement this fully. The shared drive system is a little problematic, with us all effectively using the same log on, which mean all files are shared. Need to set up individual log ins via microsoft, so we can secure personnel files. Miranda is looking into the and Techpoint are standing by to install and tidy up. Michaela computer is very old and need replacing, it is running ridiculously slowly. Will not stable phone handsets horrible and not fit for purpose. Jim has recommended that for now we just replace the router and potentially replace the handset ourselves without re-signing the mainstream media contract mid contract. This does not address the issue of the shutting down of the ISD lines however, although that may not happen yet. The other advantage of the new internet phone system would be that we would have a system that could be taken home, giving us a simple out of hours phone solution. In Addition to this I would like to highlight that staff and managers continue to use their own phones for a variety of business purposes.	03/03/2023	Stable internet. Everyone using just 365. All HR info secured. All computers running at a sensible speed. Out of ours telephone system, modern telephone line and handsets	Miranda has sourced the charity Microsoft 365.. Techpoint cost to re-set up shared drive on all computers Circa £220. REplace Michaelas compuert (with a reconditioned one) £300 New Router £250 new handsets £150 - New Router has arrived waiting on installation. - Miranda is working on the microsf log ins	Trustee approval on looking into a new computer for Michaela
2	Youth Provision	R	A	Better	Youth Provision - Friday Night is funded for the remainder of 2023 (staffing costs) Come Rain, Come Shine - grant has been submitted to subsidise to make a free to access and fund staffing, otherwise running at a loss. Mentoring 75% funded, need to source remainder via grant or school to acknowledge IKC involvement in provision of Mentoring. Counselling - unfunded. Need to source funding for this. Wednesday Projects - some part funded but we need to ensure that these are funded. Wellbeing fund has £5000+ but there is a deficit attributed to Youth Provision. This needs to be balanced. Remainder of deficit sought and future delivery to be reliant on grants/sponsorship/donations.	03/03/2023	Expanded offering of training and support for staff. Gain funding for additional staff Review current contracts with external staff. Expand youth provision and work on developing a youth panel who inform youth activities and have a voice at the trustees meetings. Carry out review with key partners/stakeholders.		
3	Community	G	G	Same	Community Hub - events funded to Dec (BG Hub, Cook, Community Kitchen, Digital Cafe, Asylum Seeker Sports & Fitness)	01/12/2023	Need strategic review of Comp Kenilworth with IKC and BW role. Applied for funding to continue community hub events		
10	Safeguarding	A	A	Same	Second Safeguarding session completed with attendance from volunteers. 2 outstanding Trustees. Sarah and Becky Completed fire Marshall training and First Aid (Louise and Mandy also completed first aid training)	01/12/2023	All trustees to be DBS checked and safe guard trained. Plan to ensure all staff and volunteers up to date. First aider training in place.		
6	Staffing	A	R	Worse	3? member of staff on redundancy notice from out reach programme, consultaion letter sent out 12/01/23 RD. Current cleaner signed off until End May. Need update from trustees on the strategic review of the EXIT process that was handled earlier this year. We continue to pay an absent member of staff, this means our monthly expense on staff who are not currently contributing to the building is around £1000 a month SM ask RD to consult with HR rep with out to handle SSP after the 28 week cut off (end June). SM,BW,LM and AB attended and passed first aid traning. 4% payrise has across the board has been actioned and back paid to Jan. RD agreed a pay rise for LM to bring her in line with an general assistant manger role with better represents her duties and commitment. We have one cleaner 4 days a week for a buidling used 7 days a week. need to consider future planning for a futher cleaner. Andrea has been consulted and offered a more general assistant role when she returns to work, but this needs to be formalised.	16/0223	Review of the EXIT done by trustees. Procedures in place for Staff Reviews etc Plan for regular One to Ones. Increased training and development opportunities for qualified youth workers and also our volunteers.		
7	Volunteers	A	A	Better	Two new volunteers running Abbey End Cinema, two grant application volunteers. Looking for FOH volunteers for community hubs. Two volunteers from Cook for dinners, and a potential technical volunteer.	09/12/2022	Fulfill volunteer roles. More hands on support from Trustees. Volunteer newsletter		
	Lift	A	A	Same	Still considered fix for lift alarm. Discussion ongoing over remote alarm requirements, SM has contacted 3 more lift companies for quotes on Auto Dialers and is investigating building maintenances grants to cover costs. Midlands lift contract up for renewal	09/12/2022	Lift alarm in place and lift stable. High level of duty of care for clients - Alarm		
	Auto Doors	G	G	Same	DUK have been contacted about the contract, the inner door still slick creating a security issue. DUK have inspected and made a recommendation to replace the battery, this has been actioned as flls within the budget for the doors approved previously	27/04/2023	Doors woking as expected and regularly maintained		
	Water Services	A	A	Same	SM to get quotes and seek core costs funding to cover ongling leaks. SM has had a reply from WPDG with regards to to roof and they are looking into it.	27/04/2023	Plumbing reliable, roof repaired and not leaking		
	Lighting	A	A	Better	Work completed invoice submitted	27/04/2023	all Lights working , emergency lights replaced.		
	Garden	A	A	Same	Garden is more secure, quick release gate lock fitted, bins locked and moved to the other side. fewer complaints from neighbours and users.	27/04/2023	Garden secure and neighbours reassured		

Security/ CCTV	A	A	Same	Looking into options for security improvements. Lucas reviewing current system and coming back with an upgrade proposal. Issue with youths coming into the building in the evenings. Incident of setting of fire extinguishers and smoking in the hall. We have asked all users to ensure the front sliding door is on EXIT only and that the intercom system is used. The 24/7 monitoring runs on a ISDN line for both the alarm and the fire panel this will need reviewing. Do we need a 24/7 call centre?	27/04/2023	CCTV of good quality and easy to use, building secure but accessible	
TRUSTEES	A	A	Same	Please provide bio and photos for website, see action arising from meeting	27/04/2023	all trustees DBS checked/safeguard training up to date/ info on website	
Actions Arrising from last Trusttree Meeting				See #2 Actions arising from trustee meeting	27/04/2023		
Centre Mgt	A	A	Same	Becky still working over hours both accrued TOIL. Need to ensure strong trustee support for the role. One to ones completed.		Plan to sort over hours work. Ongoing plans for One to Ones.	
Accounts				See monthly accounts reporting, new version simplified to show core income and expenditure #3	02/05/2023	Core income covering core expenditure	