

ACTIONS

Trustees of the Kenilworth Centre (tKC)

14th March 2023 at the Kenilworth Centre at 7.30 pm.

4. Centre Manager Report

Centre Users

MDF offered to help scheduling posts on social media for the above and promote the venue for parties.

Strategy Building and sustainability

Strategy for the future of the building and tKC as a whole

MDF offered to facilitate a workshop on 'What does good look like'.

MDF & SM to consider what they want to include, what staff should be involved, and schedule Strategy Workshop.

RD: As a matter of urgency to speak with WCC regarding the contract/responsibility of maintenance of the building/joint funding bid options.

Staffing

RD: to calculate Andrea's redundancy for detached hours and contact Andrea.

RD/SM: Andrea's contract needs to be changed. Redundancy notice issued for 6 hrs pw detached youth work.

IT

GL said he may have some phones he could pass on to us, to save buying new handsets.

5. Finance Report

MA: They have just used a broker that had to go through a comparison exercise. He could see what recommendation they made.

6. Policy Reviews

MB: to create a document to show the mechanic/flow of how to raise a safeguarding issue.

Sub-groups.

GL to circulate a document, meet with SM/BW as to which staff are involved with which group, then see what gaps there are for outside people/volunteers to bulk out

GL: As part of a review there are some gaps that need filling.

Existing sub groups

Sub-committee	Scope	Named persons	Frequency of meeting	Next meeting date
Centre Management sub-committee		DL, JP, SM	Bi Monthly	
Marketing and Development sub-committee		MDF, VM, SM	Quarterly	
Youth Engagement sub-committee		BW, MB, GL	Monthly	

Suggested additional groups to cover gaps:

Sub-committee	Scope	Named persons	Frequency of meeting	Next meeting
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				date
Employees/Policies sub-committee		RG?	As and when/temporary	
Finances/Budget sub-committee		RD, MA	Twice a year	

8. **Confidential staff Matters**

HR subgroup to undertake a benchmark exercise of all roles and remuneration thereof.