

## ACTIONS

Trustees of the Kenilworth Centre (tKC)

14<sup>th</sup> 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*

<b>Sub-committee</b>	<b>Scope</b>	<b>Named persons</b>	<b>Frequency of meeting</b>	<b>Next meeting date</b>
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:*

<b>Sub-committee</b>	<b>Scope</b>	<b>Named persons</b>	<b>Frequency of meeting</b>	<b>Next meeting</b>
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				<b>date</b>
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.