

Order	Workstream	Prev	Cur	Direction of travel	Last Updated			Comments	Actions
					Current Status		Path to Green		
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. 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.	23/06/2023	. Improve out of hours contact system for uses - 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	There are grants available, but it is very time consuming. We would still like the trustees to consider a paid position for grant application, the same as Coventry Boys and Girls Club	23/06/2023	Increase sustainability of funding and grants to ensure high quality provision continues without reliance on sole funders.	We are working on completion of the CIL application #- but we need to look at other grants particularly for core funding	
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 No Treasurer - Stat accounts for review, significant drop this year due to large outgoings. Income does not cover general running costs particularly when you consider the 300% increase in energy bill from Sept. Energy tariff up for review - Tariffs coming through on Monday - budget and Forecast to be made available ASAP	23/26/23	Marketing strategy in place and being followed	Some users have noticed a significant drop off in attendance (cost of living?) so we could do with ramping up marketing to assist them and essentially keep them!	Marketing Budget required?
12	Finance	A	A	Same	No Treasurer - Stat accounts for review, significant drop this year due to large outgoings. Income does not cover general running costs particularly when you consider the 300% increase in energy bill from Sept. Energy tariff up for review - Tariffs coming through on Monday - budget and Forecast to be made available ASAP	23/06/2023	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	Victoria Mier has stepped up as assistant Station Manager - monthly meetings to be held with presenters to enable us to form a more cohesive station. £3k grant approved from the Round Table - to go towards creating an editing suite and refurbish some of the equipment.	23/06/2023	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	In discussion with SAE, Noisegate Studios, Cogent and Junction 11 to assist us in the planning studios for production studios.	23/06/2023	Relocated Radio Abbey. Isolation Booths up and running - 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, Green shoots grant to be spent by the end of the summer.	23/06/2023	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	23/06/2023	Reports to assess planned vs actual usage. Increased usage of POD/Smug 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. We would like to consider outsourcing this, can we look at how much this might cost?	23/06/2023	All policies up to date.		
	Fire Safety			Same	Fire Alarm panel and entry alarm panel serviced, faults on fire alarm panel are cleared. Weekly testing back in place and being recorded. Still need to consider options for fire door quick release.	23/04/2023			
15	IT & Telecoms	A	A	Same	Shared Drive now on Teams/One Drive enabling secure access. Need to consider moving email over to outlook. Telecom systems need review again, as looks like the ISDN shut off for Kenilworth may be happening in the next 12 months. Sarah meeting next week with a company who claims to fund the switchover for community centres and schools.	23/06/2023	. Out of our telephone system, modern telephone line and handsets Phone systems updated	Miranda has sourced the charity Microsoft 365. Techpoint cost to re-set up shared drive on all computers Circa £220. Replace Michaelas computer (with a reconditioned one) £300 New Router £250 new handsets £150 - New Router has arrived waiting on installation. - Miranda is working on the Microsoft log ins	Trustee approval on looking into a new computer for Michaela

2	Youth Provision	R	A	Better	Becky to update in the comment section online.	23/06/2023		
3	Community	G	G	Same	Community Hub events funded to Dec (BG Hub, Cook, Community Kitchen, Digital Cafe, Asylum Seeker Sports & Fitness)	24/05/2023	Need strategic review of Comp Kenilworth with tKc 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)	24/05/2023	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	RD to update on redundancy settlement figures. 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). We have one cleaner 4 days a week for a building 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. Return to work meeting scheduled but not attended by Andrea, she also has not yet supplied a fitnote for June r a fitnote to say she is fit to return to work. As it stands we can not pay her SSP this month unless she provides a fitnote. She has been made aware of this.	23/06/2023	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.	23/06/2023	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	23/06/2023	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 stick 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 - doors still a little sticky	23/06/2023	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 roof and they are looking into it.	23/06/2023	Plumbing reliable, roof repaired and not leaking	
	Lighting	A	A	Better	Work completed invoice submitted	23/06/2023	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.	23/06/2023	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 intercm 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?	23/06/2023	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 arsing from meeting	23/06/2023	all trustees DBS checked/safeguard training up to date/ info on website	
	Actions Arising from last Trustree Meeting				See Actions Arising page	23/06/2023		
8	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	23/06/2023	Core income covering core expenditure	