



Marden Links Parish Hub Working Group Meeting

7pm Tuesday 7th November 2023

Hub Room

Summary Notes

1. Present – Kate Ryan (KR), Lesley Hayward (LH), Lorna Wathen (LW), David Godding (DG)
2. Apologies – David Bennett (DB), Paula Barrett, Mike Blake, Jan Cross
3. **Hub Update**
 - a. Feedback from Volunteers – 3 new volunteers for the Hub, winter warmer first session went well
 - b. Finances – purchased microwave £90 (from HC grant money), soup bowls, plates, spoons, paper napkins £30, reimbursed LW £24.00 for 2 x level 2 food hygiene courses, reimbursed 2 x £10 for ingredients for soup. Purchase 3m x 3m gazebo to act as dry outdoor workstation £150
 - c. Winter Warmer soup lunches - £10 per session to buy supplies, take from donations, trial for 2 months then review, but only plan to run over winter only and revert to previous time in summer
 - d. Heating/heaters for winter – ask PC to fund 2 x Q-rad radiators @ £385.72 (may be able to get cheaper through a trade account)
 - e. Book club update – first session planned for this week
 - f. Volunteer celebration event circa 40 guests – LH leading on the event planning, menu selected, hall booked, majority of jobs allocated. PC to act as waiting staff. Invite list decided, KR, DB, to hand deliver, email the remaining invites. Ask PC for Budget £150- £200 (inc bucks fizz welcome drink - otherwise BYO)
 - g. Door ramps – discussion re purchase of door ramps - as feedback from attendees was that portable ramps were difficult to navigate as often too steep and preference was to have grab handles inside and out. Discuss with landlord, and chiropody business re obtaining quote for long shallow, permanent concrete ramp and if refused or cost prohibitive purchase grab handles at cost approx. £120. Replace current solid honeycomb external doormat with shallower, quality doormat. Payment from HC grant money
4. **Repair Café Update**
 - a. One new repair volunteer for textiles repairs
 - b. Workshop/shed – storage for tools, equipment is becoming urgent. Secure, demountable workshop building sourced approx. £1,200 D/W PC to consider purchase
 - c. January date? – consider whether to hold RC in January – working group resolved to still open
 - d. A repairer shared their suggestions for potential adoption at future RC sessions
 - Volunteers to arrive earlier to set up – Agree where possible ask volunteers to arrive at 09.30



- Organise the internal space to prevent visitors to enter and crowd repairers - LH, also prefers not to be disturbed – agree organise tables to prevent visitors to access the far end of the main room and limit access to PAT test and sewing area but still allow visitors access to other volunteers as the ethos of RC is to be fully inclusive and encourage visitors to learn new skills from volunteers.
- DG to focus only on PAT testing not repairs to ensure swift progress of items to repairers.
- Close to visitors at 12.30 – the last booked slot is 12.30 and collections to be made before 1pm
- Ensure even spread of bookings across the morning – all bookings are given a timed slot. We can't be too prescriptive or punitive to visitors who don't adhere to their time
- Repair cafe should not be repairing low value, high time input items – this was felt not to be in the spirit of RC, no judgement is made on the monetary or sentimental value. Agree that although it is in the website, booking form and house rules visitors will be reminded that the aim is that repairs should take no longer than 30mins.
- Offer more frequent refreshments to repairers- agree we will endeavour to timetable more frequent refreshments but repairers can always ask!
- Define roles for support staff better to improve throughput of bookings– we felt we already achieved this and prefer to keep to existing roles.
 - Lorna - meet and greet, allocation of repairs, café
 - Kate - meet and greet, allocation of repairs, café, research
 - David G – PAT testing, advisory/support role to repairers
 - Mike Blake - PAT testing, repairer
 - David B – repairer, research
 - Lesley – textile repairs
 - Margaret – textile repairs
 - Peter – repairer
 - Rod - repairer (specialism cycles)

5. Community Garden Update

- a. Volunteer party to rake over and first pass clear – date TBC
- b. Skip hire – ask PC to fund £280 for skip date TBC
- c. Fencing purchase – ask PC to purchase the fence and sleepers = cheapest quotes
- d. Fence erection working party - date TBC

6. Date & time of next meeting 05/12/23 at 7pm