



## Marden Links Parish Hub Working Group Meeting

7pm Tuesday 5th March 2024

Hub Room

### Summary Notes

1. Present - Kate Ryan, Lorna Wathen, Lesley Hayward
2. Apologies - David Bennett, Mike Blake, Jan Cross
3. Proposal to reduce frequency of working group meetings to 2 monthly  
Agree to move to 2 monthly meetings (unless specific project warrants more frequent meets)
4. **Hub Update**
  - a. Feedback from Volunteers – None Received
  - b. Finances – largely in balance despite the additional, initial electricity costs. These have reduced significantly now the heaters have been programmed more appropriately.
  - c. Discussion re contribution to water costs (chirobody business supply and bill) we agreed to offer £25.00 as more appropriate to our usage rather than the suggested 50% cost (our liability is for toilet flushing only as have separate supply for kitchen sink)
  - d. Complaint from joint use business re toilet being left in a dirty state on 2 occasions in late January and early March. Apologies offered observation made that the toilet is rarely used by Hub goers or volunteers. A new cleaning checklist has been put in place, reminder to volunteers to please check the toilet after each session as per opening and closing checklist
  - e. Volunteer rota for April – KR to post the availability calendar,
  - f. Sewing workshop – Lesley offered 2 x dates for a beginners/intermediate sewing skills workshop 4<sup>th</sup> and 11<sup>th</sup> of April KR to post in next N&V's and make up posters for notice boards
  - g. Procedure for opening and closing - volunteers please familiarise yourselves with the changes to the checklist and follow items (eg fire alarm/fridge temp, toilet check)
  - h. Proposal to purchase from donations RF unit for heaters - suggest as coming to the end of cold weather to try without – KR to write a card with instructions to **BOOST** to avoid people altering the settings/timings
  - i. Any other items required for purchase? Biscuit tin and printer cartridges KR to action
  - j. Revision of Terms of Reference - to be updated to reflect the added value and input of all the working group members and will include voting rights for non PC members Updated TOR will be presented to next PC meeting for discussion/adoption



## 5. Repair Café Update

- a. Workshop/shed – position as discussed tucked away at far side unless cost is prohibitive as likely to be a temporary measure and ultimately moved to NCF
- b. Feedback from volunteers – really pleased with how the sessions are going. Changes suggested to booking in form and process trialled/made at last session. KR and LW to be jointly, booking in and café. One PAT tester at PAT Station - focussing on PAT only (with PAT test assistant if required) . Booking list circulated to KR and LW night before and pre session meet discussion to suggest allocation of repairs.
- c. Uncollected items – there are several uncollected repair café items at the hub there is a list (kept in the communication book on the windowsill by the counter) owners of items have all been contacted and asked to call in to the hub Weds or Fri pm to collect. If there is any charge it is listed on the sheet, please keep the money separate from Hub money and ask collectors to initial they have taken.
- d. Repair tools – items needed to purchase from donations? – glues, fuses, quality batteries. (AA, AAA) KR to action
- e. Cycle repair workshop for April date - Check with RL and Craig if additional person booked for April advertise in April news and views and posters on notice boards
- f. Toilet door lock needs repair - check if landlord to action or we do in-house?
- g. Tool loan – LH has kindly donated a VAX carpet shampooer machine for loan

## 6. Community Garden Update

- a. Fence line update – proposal to not have boundary fence at all on Building side – not felt necessary or advantageous and frees up more money for project
- b. See above 5a
- c. Open Gardens August – agree we will open the hub café whatever the progress in the garden – confident there will be sufficient to see even if not complete

## 7. Date & time of next meeting 07/05/2024 at 7pm