



**Summary notes from meeting of Marden Links Parish Hub working group
Tuesday 07/11/22 7pm**

1. Present:-

Councillors:- Kate Ryan (chair), David Bennett, Lesley Hayward, Mike Blake, Rod Lees, (Part) Paula Barrett.

Volunteers x 1 , PC Clerk Jeremy Stephens

2. Apologies:- 5 x Volunteers

3. Welcome -

4. 1 volunteer present would like to join committee, offer accepted – further decision made to offer the remaining 2 places to all volunteers and them to choose the 2 remaining representatives

5. Hub signage – hub sign chosen from a selection and decision made to ask for quotes from ABC and Jeremy's sign maker brother

6. Policies near completion – H&S, Equality and diversity, safeguarding, volunteers (adopting PC Policy). We have written opening up and closing down procedure which must be followed each time a session is planned. Floor plan showing stopcock, smoke detectors, exits, first aid kit under development Awaiting advice from HVOSS if any additional policies are suggested.

7. Furniture required. – ideal world be circular folding tables seating 2-4 persons x5 with folding/stacking chairs - in discussion with HC furniture store for gifted items. In receipt of gifted office chairs, desks filing cabinets from HVOSS. New, sofa and easy chair gifted by volunteer. Shelving gifted by PC clerk - thank you to all for kind donations

8. Kitchenette position is not ideal next to toilet> Seeking advice from EH dept at HC. Unlikely to be a problem with some adjustments if only serving tea and coffee but may need alternative if serving food. Possible solution is to set up fixed counter in corner of main room as drinks station. Further discussion and site visit planned. Lesley will seek donations of cupboards/worktops from Howdens etc. volunteer skills in fitting offered.

9. Other items required kettle, urn, notice board, glasses. Kind donation from Paula for a vacuum flask water dispenser.

10. Blinds/curtains required for main meeting room volunteer offered to source/price blinds



11. Rota list will be populated in advance 2 x volunteers needed for each session to ensure everyone's safety. Plan to open a weekly afternoon session initially with a view to more sessions as demand and volunteer numbers increase.

12. Date and time of next meeting

2.00pm Tuesday 22nd of November in the hub room