

North Stoneham Community Group

Trustee Meeting

Tuesday 10th December - 12:30pm

Location: YMCA Eastleigh

Agenda

Standing Items

1. Welcome
2. Apologies
3. Minutes from the last meeting
4. Actions from previous meetings

Upcoming Events/Looking ahead

5. Ways of working (overview of social gathering)
6. AGM Planning
7. Set Easter event date
8. Newsletter advertisement policy
9. Sustainable Stoneham update

10. AOB

Actions from previous meetings

Actions from meeting on 07/06/22:

AP1 - **GR** to investigate putting a membership sign up box and/or QR code in the YMCA Cafe.

AP7 - The Board to create a Whistleblowing Policy linked to the Safeguarding Policy

Action from meeting on 04/10/22

AP3 - Trustees to create an advertisement policy for the newsletter.

Actions from meeting on 01/11/22

AP3 - **TJ** to investigate an O365 and Antivirus licence and report back.

Actions from meeting on 06/12/22

AP1 - **SJ** to work on the budget for the AGM, feeding in figures from the events already held.

AP2 - **GR** to edit the constitution to show the change to the maximum number of trustees.

AP3 - Arrange for someone to audit the accounts prior to the AGM.

AP4 - Arrange an informal planing workshop on an evening to work through the NSCG shape and structure.

AP5 - **SJ** to explore first aid training and report back.

AP6 - **SJ** to explore food hygiene training and report back.

AP7 - **TJ & MN** to provide an update on community fridge at the next meeting.