

# North Stoneham Community Group

## Trustee Meeting - 06/09/22

### Location:

YMCA Eastleigh

### Present:

Gaz Richardson **GR** (Chair)

Lois Ainger **LA** (Online - left at 1pm)

Adie Smith **AS**

Clive Dlima **CD** (online)

Matthew Nowell **MN**

Jim Vaughan **JV**

Tracey Jones **TJ** (online)

### Apologies:

Sammy Jordan **SJ**

Kat Short **KS**

Agnes Rock **AR**

The meeting opened at **12:30pm**.

### Item 1 - Welcome

Everyone was welcomed to the meeting by **GR**.

### Item 2 - Apologies

Apologies were received in advance from **SJ, KS & AR**.

### Item 3 - Minutes from the last meeting

Everyone agreed the minutes of the previous meeting were an accurate representation of the meeting.

### Item 4 - Actions from previous meetings

#### **Actions from meeting on 03/05/22:**

AP13 - Discuss having a slush fund at a future meeting.

This was not discussed so remains open.

#### **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.

This was not completed and remains open.

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

This was not completed and remains open.

#### **Actions from meeting on 06/09/22:**

AP1 - Add grant brainstorming onto the next trustee meeting agenda.

This action was completed and closed.

AP2 - Ensure that **SJ** is refunded money for purchasing a banner.  
This action was completed and closed.

AP3 - **SJ** to arrange PLI with PolicyBee.  
This item was discussed later in the meeting and was closed.

AP4 - **GR** to create a 'post event' form  
This was not completed and remains open.

#### **Item 5 - Membership update**

**GR** advised that membership numbers had continued to increase via the Facebook page. **MN** raised that he thinks the group should start slowly moving away from posting everything within the NSP Neighbours Facebook group and putting it just on the NSCG page. Everyone agreed. **GR** said he would slowly start to do this, only cross posting event and other relevant information.

#### **Item 6 - Finance update**

**GR** advised that he had bought a credit/debit card reader to use at events and would be purchasing another one.

#### **Item 7 - Public liability insurance update**

**GR** said that he and **SJ** had spoken and thought that instead of paying out almost £200 now for the insurance, that was money that could be spent on the upcoming Christmas event instead. **KS** had advised that NSCG would be covered under EBC's insurance for the Christmas event. It was decided that the insurance would be purchased in the new year, post AGM, with the renewal occurring each January. All those present agreed.

#### **Item 8 - Harvest collection**

**GR** reported that 3 full tubs of food had been taken to Eastleigh Basics Bank by **SJ**. All present agreed that it was wonderful to hear. **MN** said that it would be good to have a permanent collection within the YMCA. **Action Point (AP) 1 - MN to speak with YMCA about setting up a Basics Bank collection.**

#### **Item 9 - Autumn newsletter**

**GR** explained that he had started to create the next newsletter. He was aiming to get it completed during the week commencing 17th October. He said he would liaise with **KS** about printing and hoped that we would be in a position to deliver across the estate during the week commencing 24th October. He asked all members to send him anything that they would like to feature in the newsletter. **Action Point (AP) 2 - Newsletter to be delivered during the week commencing 24th October.**

Trustees discussed paid advertisements within the newsletter and agreed that a formal policy needs to be created. **Action Point (AP) 3 - Trustees to create an advertisement policy for the newsletter.** In the meantime, **GR** said that he would speak to the Concorde Club to see if they wanted an advert for this edition. Members agreed that they could have a half page advert for £30 and a full page advert for £50. **Action Point (AP) 4 - GR to speak to the Concorde Club to see if they want an advert in the latest copy of the newsletter.**

**MN** said that he could provide Nightingale School with any event information that features in the Newsletter, which he will need to pass on during the week commencing 17th October, in order for it to go out before half term. **GR** agreed to pass this information on.  
**Action Point (AP) 5 - GR to give MN event details to pass on to Nightingale School.**

#### **Item 10 - Halloween light/supper trail**

**GR** explained **SJ's** plans for this event and showed everyone a poster she had created. Everyone was happy for the event to go ahead as planned.

#### **Item 11 - Remembrance trail**

**TJ** advised that her craft group would be taking the lead on this event. They will be knitting poppies to stick to the road signs of streets named after people on the Stoneham War Shrine. All in attendance agreed that in order to keep things simple, an official trail would not be created, however information would be put online to tell people that they were welcome to walk around the park on Remembrance Sunday to find the knitted signs.

#### **Item 12 - Christmas**

**GR** provided an update to all on the Christmas event planning.

#### **Item 13 - Annual plan and budget for 2023**

Everyone looked at a plan and budget that had been circulated by **SJ** prior to the meeting. Everyone agreed with the plan. **GR** advised that although we don't pay for room hire for meetings currently, we should include it in the budget just in case. If it doesn't get spent during the year, it can be used towards the Christmas event next year. All in attendance were in agreement. **Action Point (AP) 6 - GR to speak with SJ about including meeting room hire in the annual budget**

#### **Item 14 - Grant sources brainstorm**

**GR** said that **KS** was happy to run a session to explain how to fill in grant applications. **AS, CD & AR** all volunteered to meet with Kat. Trustees then discussed different places that grants could be sourced. The following were mentioned:

- Eastleigh Borough Council
- Hampshire County Council
- National Lottery
- Supermarkets in the local area
- B&Q

Everyone agreed a further meeting is required to discuss grants. **Action Point (AP) 7 - GR to arrange a finance meeting to discuss grants.**

#### **Item 15 - As One Street Association initiative**

**GR** gave an overview of the As One Street initiative (<https://as-one.uk/about-us/>). He advised that St Nic's were looking to launch this and **SJ** had suggested NSCG helped with the initial set up. All members agreed that it sounded excellent and something that NSCG should be involved in. **GR** agreed to liaise with **SJ** to take the project forward.

**Action Point (AP) 8 - GR to inform SJ of NSCGs intention to join the As One Street Association initiative.**

#### **Item 16 - AOB**

**AS** said that he would like to see NSCG try and involve Housing 21 in any future events/projects. All members suggested that the As One Street Association was a perfect

opportunity.

**AS** advised that he would be contacting those that had expressed an interest in setting up Time Banking shortly.

**TJ** mentioned that she would like to see NSCG explore the possibility of finding storage for equipment. **JV** said that NSCG could team up with the Scouts and approach YMCA to look for storage options.

**MN** said he would like to see some sort of jumble sale arranged. It was agreed that this would be added to the agenda of the next meeting. **Action Point (AP) 9 - Jumble Sale to be added to the next meeting agenda.**

**TJ** said that she had seen discounted gazebos for sale in either Aldi/Lidl and thought it was something that could be looked into.

There was no further business and the meeting closed at **1:40pm**.

Next Trustee meeting - **12:30pm Tuesday 1st November**

**Action Points from this meeting**

AP1 - **MN** to speak with YMCA about setting up a Basics Bank collection.

AP2 - Newsletter to be delivered during the week commencing 24th October.

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

AP4 - **GR** to speak to the Concorde Club to see if they want an advert in the latest copy of the newsletter.

AP5 - **GR** to give MN event details to pass on to Nightingale School.

AP6 - **GR** to speak with **SJ** about including meeting room hire in the annual budget

AP7 - **GR** to arrange a finance meeting to discuss grants.

AP8 - **GR** to inform **SJ** of NSCGs intention to join the As One Street Association initiative.

AP9 - Jumble Sale to be added to the next meeting agenda.