

North Stoneham Community Group

Committee Meeting - 05/04/22

Location:

YMCA Eastleigh

Present:

Sammy Jordan **SJ** (Chair)

Lois Ainger **LA** (Virtually)

Matthew Nowell **MN**

Gaz Richardson **GR**

Agnes Rock **AR**

Kat Short (EBC) **KS**

Jim Vaughan **JV**

Apologies:

None

The meeting opened at **12:38pm**.

Item 1 - Welcome & Introductions

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

Item 2 - Apologies

No apologies were received. **LA** missed the start of the meeting due to work commitments, but joined virtually from 1:05pm.

Item 3 - Actions from previous meetings

Actions from meeting on 01/03/22:

AP1 - **JV** to investigate getting a HMRC number so that the group can claim gift aid.

JV advised that he had attempted to make contact with HMRC without success. He said he would continue to try and get hold of them. This will be discussed at the next meeting.

AP2 - **KS** to provide the material from EBC at the Easter planning event.

This action was completed and closed.

AP3 - Discuss the litter pick event at the next main meeting.

This discussion was held later in the meeting and this action was closed.

AP4 - **GR** to send out final draft of the newsletter and receive all feedback by close of play on Friday 4th March.

This action was completed and closed.

AP5 - **AR, SJ & GR** to arrange a meeting to set up the bank account.

This action was completed and closed.

AP6 - **GR** to ensure that a final copy of the newsletter is sent to **KS** for printing in time for distribution on 15th March.

This action was completed and closed.

Actions from meeting on 08/03/22:

AP1 - **KS** to enquire with the YMCA about first aiders and report back.

KS provided an update later in the meeting and this action was closed.

AP2 - **SJ** to ask other committee members if they are free and willing to staff the craft event.

Both **JN** and **AR** agreed to staff the craft event. This action was closed.

AP3 - **KS** to enquire with Eastleigh FC about donating funds.

KS advised that she had made contact with Eastleigh FC but that due to the impacts of Covid, they were not providing any grants at this time. This action was closed.

AP4 - **SJ** to discuss the Community Stand with the YMCA.

SJ advised this had been discussed and the YMCA were happy for the stand and would provide material for it. This action was closed.

AP5 - **KS** to create a form for the logo competition.

This action was completed and closed.

AP6 - **KS** to arrange a risk assessment for the Easter event.

KS advised this was ongoing.

AP7 - **GR** to send **KS** a final copy of the Newsletter no later than Friday 11th March.

This action was completed and closed.

Item 4 - Membership update

GR provided an update on membership numbers (27 members, 3 volunteers). He advised the Facebook page had 112 likes and 137 follows. **GR** advised that what he thought would happen had happened. People didn't really understand why they would need to sign up if we are posting a newsletter regularly or have a Facebook page. A discussion ensued about how to get people to sign up. It was decided that the group would try and push joining the mailing list on the Facebook page. **Action Point (AP1) - GR to push the benefits of joining on the Facebook page.**

Someone mentioned that it may be nice in the future if one big newsletter for the estate was created that the Community Group, YMCA & Parish Council could get involved in. The committee agreed this would be a nice idea.

Distribution of future newsletters was discussed. It was agreed that although some mail drops were necessary, some digital only versions could also be created for members only, which may push people to join.

Someone mentioned that it may be a good idea to ask if local trades wanted to be featured in the newsletter/Facebook in return for some sponsorship money. Everyone agreed this would be a good idea and needed to be explored further.

MN talked about ways to push the group to the wider community. He mentioned getting a notice board within the play park for community notices. **KS** advised this would require planning permission and would take a long time, but she was happy to go back to EBC and check. **Action Point (AP) 2 - KS to speak to EBC about a noticeboard in the park and report back to the committee.** **MN** suggested the back of the YMCA fence may be another good place for it. **KS** advised she would take this up with the YMCA. **Action Point (AP) 3 - KS to speak to the YMCA about the possibility of a community noticeboard on their fence and report back to the committee.** **GR** also mentioned the new square that is being built by Highwood near Rowe Way may also be a good place for a noticeboard, which the committee agreed with.

Item 5 - Co-opting onto the Committee

This item was discussed out of order. **GR** advised he had 3 people that had expressed an interest in joining the committee. **SJ** mentioned that we did have 3 vacancies as per the constitution. After a discussion amongst the committee, it was decided that the potential candidates should be sent a copy of the constitution and invited to the next meeting. If after that meeting they still wanted to join, the committee would hold a vote at that meeting on whether to co-opt them onto the committee. **Action Point (AP) 4 - GR to follow the agreed process for co-opting members onto the committee.**

Item 6 - Easter Event

KS advised that the YMCA will have a first aider available on the day. **JN** and **AR** agreed to man the craft stall from 10am - 12pm, and will arrive to set up from 9:30am. **KS** and **SJ** discussed the craft equipment and what was required. **JV** said the Scouts would be happy to cover the cost of the chocolate eggs, which the committee really appreciated. In return, **JV** asked for a stall for the scouts during the event which was agreed by everyone. **SJ** said the YMCA were happy for there to be a community stall. **KS** asked if the regular YMCA hirers knew about this stall. **SJ** agreed to investigate. **Action Point (AP) 5 - SJ to check with the YMCA that regular hirers are aware of the community stand at the Easter event.** **KS** said that the risk assessment for the event was being drafted and will be ready before the event takes place. **KS** also agreed to check fire regulations with the YMCA for the number of people allowed in the Youth Room for the craft event. **Action Point (AP) 6 - KS to check fire regs with YMCA.**

A discussion about publication of the event was had. **GR** agreed to push the event on the Facebook page to drum up more interest. **Action Point (AP) 7 - GR to post about the Easter event on Facebook.** **MN** said he would try and get Nightingale School to send out details of the event. **Action Point (AP) 8 - MN to publicise the Easter event with Nightingale School.**

MN mentioned the possibility of making the egg hunt mobile app based next time. He agreed to look into this and report back. **Action Point (AP) 9 - MN to enquire about hosting treasure hunts through a mobile app and report back to the committee**

KS said she would be dropping all the material off for the event at the YMCA at 4pm on Thursday 4th. Those involved in the event agreed to meet her at that time to discuss the last minute running of the event and sort any issues or problems.

Item 7 - Bank Account update

This item was discussed out of order. **AR** advised that the bank account creation was well

in progress. All the required information had been sent off and checks have been completed. She is waiting for a pack to arrive by post which **SJ, AR** and **GR** need to sign. Once that has been sent back, the bank hope to have the account up and running within 4 weeks. The committee will be provided with a cheque book and paying in book. **AR, SJ** and **GR** will be signatories of the account. Any 2 signatures will be required to take money out of the account. **AR** advised that she would provide a further update at the next meeting. **Action Point (AP) 10 - AR to provide an update on the bank account at the next meeting.**

Item 8 - Litter pick event

GR confirmed that the YMCA will be providing free tea, coffee and juice for all those taking part in the litter pick event on the 9th. **GR** said he would publicise this event again and try drum up more interest. **Action Point (AP) 11 - GR to push the litter pick event on Facebook.** It was agreed that after this event, the group would host 2 more litter pick events before evaluating if there was enough interest and if it was worth continuing. The next 2 events will take place on Saturday 14th May and Saturday 11th June.

Item 9 - Jubilee events

SJ confirmed the craft event will be taking place on 28th May between 10am and 12pm. She said this coincided with the YMCA hosting a geocaching day. **SJ** intends on creating a 'how to' guide for jubilee parties, which will be published before the craft event. **Action Point (AP) 12 - SJ to create a jubilee party how to guide.**

Item 10 - AOB

GR advised that he had been asked by someone if the committee were planning on publicising job opportunities in the local area. The committee agreed that as the group is still young and trying to work out how to run and how we fit in the community, it wasn't something we were going to do at the moment.

JV mentioned that the YMCA had allowed him put posters about Scouts on the windows of the cafe, so it's something we may be able to do in the future. The committee agreed that this would be a good idea once the group has a logo.

There was no further business and the meeting closed at **1:52pm.**

Next Committee meeting - **12:30pm Tuesday 3rd May.**

Action Points from this meeting

Action Point (AP1) - **GR** to push the benefits of joining on the Facebook page.

Action Point (AP) 2 - **KS** to speak to EBC about a noticeboard in the park and report back to the committee.

Action Point (AP) 3 - **KS** to speak to the YMCA about the possibility of a community noticeboard on their fence and report back to the committee.

Action Point (AP) 4 - **GR** to follow the agreed process for co-opting members onto the committee.

Action Point (AP) 5 - **SJ** to check with the YMCA that regular hirers are aware of the community stand at the Easter event.

Action Point (AP) 6 - **KS** to check fire regs with YMCA.

Action Point (AP) 7 - **GR** to post about the Easter event on Facebook.

Action Point (AP) 8 - **MN** to publicise the Easter event with Nightingale School.

Action Point (AP) 9 - **MN** to enquire about hosting treasure hunts through a mobile app and report back to the committee

Action Point (AP) 10 - **AR** to provide an update on the bank account at the next meeting.

Action Point (AP) 11 - **GR** to push the litter pick event on Facebook.

Action Point (AP) 12 - **SJ** to create a jubilee party how to guide.