

# North Stoneham Community Group

## Trustee Meeting - 05/07/22

### Location:

YMCA Eastleigh

### Present:

Sammy Jordan **SJ** (Chair)

Lois Ainger **LA**

Gaz Richardson **GR**

Agnes Rock **AR**

Tracey Jones **TJ**

Adie Smith **AS**

### Apologies:

Kat Short **KS**

Jo Newman **JN**

Matthew Nowell **MN**

Jim Vaughan **JV**

Clive Dlima **CD**

The meeting opened at **12:35pm**.

### Item 1 - Welcome

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

### Item 2 - Apologies

Apologies were received in advance from **KS, JN, MN, JV & CD**.

### Item 3 - Actions from previous meetings

#### **Actions from meeting on 05/04/22:**

AP3 - **KS** to speak to the YMCA about the possibility of a community noticeboard on their fence and report back to the committee.

**GR** advised that the noticeboard has been purchased. It will go on the right hand side of the main entrance to the YMCA. EBC have paid for it. It is 1.2m x 0.75m. NSCG will be the key holders so that it is more of a community noticeboard and not advertising space for the YMCA. This action was closed.

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

AP1 - **KS** to double check planning permission isn't required for a noticeboard in the park and the committee shall discuss this further at the next relevant meeting.

**GR** advised that planning permission is not required. This action was closed.

AP2 - **KS** to check with One Community if a Facebook 'like' or 'follow' is enough to be classed as a member of the group.

**GR** advised that One Community have said that it was up to us to define who can be

called members. As long as any change is minuted. Everyone present agreed that a Facebook like should be enough to be classed as a member. **GR** agreed to edit the constitution to state this. **AP1 - GR to amend the membership requirements in the constitution.** This action was closed.

AP11 - Paperwork to be signed at the next meeting to formally accept **TJ, CD & AS** onto the committee.  
It was decided to defer this item until the amended constitution was available. This action remains open.

AP13 - Discuss having a slush fund at a future meeting.  
There was no time to discuss this item, so it 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 action was not completed so remains open.

AP2 - **AR** to provide an update on the bank account at the next meeting.  
This action was completed and closed.

AP3 - Final versions of policies to be sent out to all trustee members, which each person will need to sign for. This will then be held in a database by **GR**.  
This action was not completed so remains open.

AP4 - **GR** to ensure that the committee is now referred to as the Board of Trustees.  
This action was completed and closed.

AP5 - **SJ** to look into making safeguarding personal, as suggested by **AS**.  
**SJ** looked into this but it was decided that it was not required yet. This action was closed.

AP6 - The Board to look at creating aide memoire wallet sized cards containing important policy related info and contact numbers once final policies have been approved.  
This action was not completed so remains open.

AP7 - The Board to create a Whistleblowing Policy linked to the Safeguarding Policy  
This action was not completed so remains open.

AP8 - **GR** to see if the YMCA can accommodate a litter pick on 13th July at 5:30pm.  
This action was completed and closed.

AP9 - **GR** to find out who runs street WhatsApp groups and create a database to inform them of upcoming events  
This action was completed and closed.

AP10 - **JV** to meet with Autism Ambassadors and report back to the board his findings.  
It was decided to wait until after the newsletter has gone out to see if there are any volunteers to help with this before the meeting. **SJ** advised that she had met with some Beaver leaders who were willing to help. For the moment, the action remains open.

AP11 - **AS** to brief the Trustees on a Time Bank.  
This action was completed and closed.

#### **Item 4 - Membership update**

**GR** advised that no new members had signed up but that the Facebook page had continued to receive more likes & follows.

#### **Item 5 - Bank account update**

**AR** advised that the bank account was now up and running. Members present thanked **AR** for her hard work in sorting it out. **AP2 - SJ, AR and GR to arrange a meeting to go through the documentation relating to the bank account. AP3 - GR to arrange a finance meeting to start discussing policies relating to money.**

#### **Item 6 - Policies**

**GR** advised that only LA had confirmed in writing that she was happy to abide by the NSCG policies. It was decided that **GR** would bring something to the next meeting for everyone to sign. **AP4 - Members to sign compliance with NSCG policies at the next meeting.**

#### **Item 7 - Newsletter**

**GR** said the newsletter was almost ready and that he hoped to get a final draft to Kat sometime during the week of the 11th July for printing. Delivery of the newsletter was pencilled in for during the week of the 18th July. **AP5 - Newsletter delivery to take place from the 18th July onwards.**

#### **Item 8 - Summer trail update**

**SJ** gave a brief overview of the plans for those that were not present at the working group. The main release of the first trail will be on Sat 6th August, with an associated craft event. Subsequent trails will then be released on the 13th and 20th August. **TJ** asked for people to look out for and collect pebbles and sticks. **AP6 - Trail working group to meet to put the trail together in the app.**

#### **Item 9 - Autumn Events**

The group discussed and finalised events to be held during Autumn. They were:

- Scarecrow festival 24th Sep - 2nd October
- Remembrance Day, with a trail around the streets corresponding to the names on the war shrine. **TJ's** craft group would be making poppies to put up during the event.
- Halloween supper trail in conjunction with St Nic's
- Xmas light switch on 3rd December.

#### **Item 10 - Time Bank presentation**

**AS** gave the group an introduction to Time Banking. Everyone agreed that it was an excellent idea and something which NSCG should set up. **AS** said he was happy to get the ball rolling and update the group on his progress. **AP7 - AS to provide an update on time bank creation at the next meeting.**

#### **Item 11 - AOB**

**GR** advised that **JN** no longer had the time to commit to the group so regrettably, she'd decided to stand down. She is still happy to help on event days. Everyone was very sad to hear the news but wanted to put on record how thankful they were to **JN** for her help

and support over the last few months. It was decided that **AR** would arrange for a thank you card to be sent.

The group agreed that there would be no main Trustees meeting in August, however working groups may continue as required.

There was no further business and the meeting closed at **1:35pm**.

Next Trustee meeting - **12:30pm Tuesday 6th September**.

### **Action Points from this meeting**

AP1 - **GR** to amend the membership requirements in the constitution.

AP2 - **SJ, AR** and **GR** to arrange a meeting to go through the documentation relating to the bank account.

AP3 - **GR** to arrange a finance meeting to start discussing policies relating to money.

AP4 - Members to sign compliance with NSCG policies at the next meeting.

AP5 - Newsletter delivery to take place from the 18th July onwards.

AP6 - Trail working group to meet to put the trail together in the app.

AP7 - **AS** to provide an update on time bank creation at the next meeting.

### **Things open to review**

Time/frequency of meetings

Policies

Noticeboard policy