

North Stoneham Community Group

Trustee Meeting - 06/09/22

Location:

YMCA Eastleigh

Present:

Sammy Jordan **SJ** (Chair)

Lois Ainger **LA**

Gaz Richardson **GR**

Agnes Rock **AR**

Tracey Jones **TJ**

Adie Smith **AS** (online)

Clive Dlima **CD** (online)

Val Down **VD** (Eastleigh Rotary)

Apologies:

Kat Short **KS**

Matthew Nowell **MN**

Jim Vaughan **JV**

The meeting opened at **12:40pm**.

Item 1 - Welcome

Everyone was welcomed to the meeting by **SJ**. **VD** was introduced to everyone present.

Item 2 - Apologies

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

Item 3 - Actions from previous meetings

Actions from meeting on 03/05/22:

AP11 - Paperwork to be signed at the next meeting to formally accept **TJ, CD & AS** onto the committee.

This was completed and closed.

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.

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 was completed and 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 was completed and closed.

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

AP10 - **JV** to meet with Autism Ambassadors and report back to the board his findings.
This was completed and closed.

Actions from meeting on 05/07/22

AP1 - **GR** to amend the membership requirements in the constitution.
This was completed and closed.

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

AP3 - **GR** to arrange a finance meeting to start discussing policies relating to money.
This was completed and closed.

AP4 - Members to sign compliance with NSCG policies at the next meeting.
This was completed and closed.

AP5 - Newsletter delivery to take place from the 18th July onwards.
This was completed and closed.

AP6 - Trail working group to meet to put the trail together in the app.
This was completed and closed.

AP7 - **AS** to provide an update on time bank creation at the next meeting.
This was completed and closed.

Item 4 - Membership update

GR advised that some members had signed up at the trail event but that the Facebook page had continued to receive more likes & follows.

Item 5 - Finance update

AR advised that we had £318.11 in the bank. **GR** advised that a grant application had been made to NATS and that he would update people on its progress. **GR** said that **KS** had approached EBC to apply for a community grant and that she would update us as and when. **AP1 - Add grant brainstorming onto the next trustee meeting agenda. AP2 - Ensure that SJ is refunded money for purchasing a banner.**

Item 6 - Ways of working

Members discussed all the good aspects that they had found since NSCG was created. The group agreed that the 3 core values of NSCG are 1) Family 2) Inclusion 3) Thankfulness.

Everyone discussed the way that email and WhatsApp should work and agreed to the following:

- All business matters and anything requiring a lot of detail should only be discussed by email. If an email response is not required by everyone, reply all should not be used
- Any quick reminders or personal matters should be discussed on WhatsApp.

The group agreed that we want what we do to be sustainable. It is easy to over estimate what we can do in a year and under estimate what we can do in 3. Everyone agreed that we all have lots of good ideas but that they all take time and energy which might stop us from doing something really great. It was decided that we will prioritise by identifying our key priorities.

It was also mentioned that we want to aim to do things WITH the community and not just FOR or TO them. Everyone agreed that we give each other permission to questions ideas to make sure we prioritise and look after both ourselves and the community.

Item 7 - Public liability insurance

SJ said she was still looking into this but time banking was a sticking point. She couldn't find any company that would provide insurance if we ran time banking. **AP3 - SJ to arrange PLI with PolicyBee.**

Item 8 - Timebank

AS gave an update. Everyone agreed that this scheme was a lot bigger than we thought and that NSCG was not able to run this. Everyone did agree that it is desperately needed and that NSCG will support it. There can be crossover of personnel. **AS** advised that he'd be looking to create an Eastleigh wide time bank and some trustees offered their help to achieve this.

Item 9 - Feedback on recent events

Autism awareness - 18 community members joined. They are looking at creating a parent group protocol/way of working which will require parental input.

Summer trails - Not as popular as was hoped due to the hot weather. 3 trails was too much and 1 done better would have been enough.

Concorde fun day - A very good day. NSCG provided free activities and engaged with local people.

Litter pick - Something that can be linked in future with time banking. Everyone agreed that we wouldn't arrange any further centrally organised litter picks.

It was also agreed that post event debriefs should happen at the end of an event, with comments noted on a form. **AP4 - GR to create a 'post event' form**

Item 10 - Agree autumn term priorities

The board agreed to the following priorities:

- Newsletter to be delivered in early October
- PLI insurance to be purchased
- Basic banks collection
- Halloween supper trail
- Remembrance, **TJ** and her craft group to take the lead. They'll be decorating road signs with knitted poppies

- Christmas. **SJ** provided an update on plans so far.
- AGM no later than 18th Jan 2022 as per constitution.

Item 11 - AOB

TJ agreed to take on the role of social secretary, to arrange trustee social events.

There was no further business and the meeting closed at **1:55pm**.

Next Trustee meeting - **12:30pm Tuesday 4th October**

Action Points from this meeting

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

AP2 - Ensure that **SJ** is refunded money for purchasing a banner.

AP3 - **SJ** to arrange PLI with PolicyBee.

AP4 - **GR** to create a 'post event' form