

North Stoneham Community Group

Trustee Meeting - 06/12/22

Location:

YMCA Eastleigh

Present:

Sammy Jordan **SJ** (Chair)

Gaz Richardson **GR**

Lois Ainger **LA**

Clive Dlima **CD**

Matthew Nowell **MN**

Jim Vaughan **JV**

Tracey Jones **TJ**

Agnes Rock **AR**

Kat Short **KS**

Apologies:

Adie Smith **AS**

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 **AS**.

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.

Everyone agreed to park this idea, so the action was closed.

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

KS agreed to liaise with One Community about this.

Actions from meeting on 06/09/22:

AP4 - **GR** to create a 'post event' form
This action was completed and closed.

Action from meeting on 04/10/22:

AP3 - Trustees to create an advertisement policy for the newsletter.
It was agreed to add this to the agenda for the January meeting.

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

This action was completed and closed. **GR** to pass on names of people that wanted to do a grant workshop to **KS**.

Actions from meeting on 01/11/22:

AP 1 - **GR** to create a Facebook post to advertise the Remembrance trail.
This action was completed and closed

AP 2 - Trustees to think of ideas in order to entice people to attend the AGM and then report back at the next meeting, where the AGM needs to be formally planned.
This item was discussed later in the meeting and was closed.

AP 3 - **TJ** to investigate an O365 and Antivirus licence and report back.
This item remains open.

AP 4 - Create a jumble sale working group at the next meeting.
This item was discussed later in the meeting and was closed.

AP 5 - **SJ** to look at the possibility of applying for a freemasons grant.
This action was completed and closed. **SJ** advised this was a route NSCG could look at.

AP 6 - **KS & SJ** to explore the idea of a Community Pantry and to report back to the board.
This item was discussed later in the meeting and was closed.

Item 5 - Christmas

As there was a separate feedback meeting on this subject, nothing else was added. **SJ** said that she thought everyone had done brilliantly. It was agreed that Christmas planning for 2023 would start after Easter.

Item 6 - Remembrance

Everyone agreed that the event was very well received on the estate and was the right tone. **TJ** suggested a little more publicity could have helped for next time. It was also suggested that the event could be bigger for next year, working in conjunction with St Nic's.

Item 7 - Carol event

SJ gave an overview of the carol event & star delivery.

Item 8 - Plans for the next year

It was agreed that the priorities would be an Easter event, Coronation event, summer event, halloween event & Christmas event.

Item 9 - Budget for next year

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

Item 10 - Trustee membership

It was agreed that the maximum number of Trustees on the board would be increased from 10 to 12. **AP2 - GR to edit the constitution to show the change to the maximum number of trustees.**

Item 11 - AGM

It was confirmed that the AGM would be held on Jan 25th from 7pm-8:30pm at YMCA Eastleigh. Cheese and wine/soft drinks would be provided to entice members of the community to attend. It was decided that the January trustee meeting would be focused heavily on AGM preparation. **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.**

Item 12 - First Aid training

It was agreed that this needs to be prioritised so that we don't have to keep paying for a first aider. **SJ** agreed to look into this. **AP5 - SJ to explore first aid training and report back.**

Item 13 - Food hygiene training

It was agreed that this needs to be prioritised so that we don't have to keep finding specific volunteers. **SJ** agreed to look into this. **AP6 - SJ to explore food hygiene training and report back.**

Item 14 - Community pantry update

A sub committee was created to get on with this, consisting of **KS, TJ & MN**. **AP7 - TJ & MN to provide an update on community fridge at the next meeting.**

Item 15 - Jumble sale working group formation

A sub committee was created to get on with this, consisting of **KS, TJ & MN**.

Item 16 - AOB

There was no further business and the meeting closed at **2pm**.

Next Trustee meeting - **12:30pm Tuesday 10th January**

Action Points from this meeting

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.