

# North Stoneham Community Group

## Trustee Meeting - 07/02/23

### Location:

YMCA Eastleigh

### Present:

Sammy Jordan **SJ** (Chair)

Gaz Richardson **GR**

Lois Ainger **LA**

Clive Dlima **CD** (Online)

Matthew Nowell **MN**

Jim Vaughan **JV**

Tracey Jones **TJ**

Adie Smith **AS**

Kathy Grubb **KG**

### Apologies:

Agnes Rock **AR**

Matthew Nowell **MN**

Kat Short **KS**

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

### Item 1 - Welcome

Everyone was welcomed to the meeting by **SJ**. **KG** was introduced to everyone as a new Trustee.

### Item 2 - Apologies

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

### 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 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.

#### **Actions from meeting on 01/11/22:**

AP 3 - **TJ** to investigate an O365 and Antivirus licence and report back.

This item remains open.

### **Actions from meeting on 10/01/23:**

AP1 - Identifying what processes and procedures we require to be added to the February Trustee Meeting Agenda.

This was completed and closed.

AP2 - Discussion about a Financial Policy to be added to the February Trustee Meeting Agenda.

This was completed and closed.

AP3 - **CD** to present a newsletter advertisement policy proposal at the February Trustee Meeting.

This was completed and closed.

AP4 - **GR** to arrange a meeting to discuss grant applications.

This was completed and closed.

AP5 - **SJ** to arrange insurance through Policy Bee and report back at the next meeting.

This was completed and closed.

### **Item 5 - AGM review**

**GR** completed the post event review form. There were no safeguarding or health and safety incidents. Good points included; A new trustee, more community involvement than expected and good atmosphere and refreshments. Improvements for next time included; making sure the IT worked in advance and making more of the 'community forum' beforehand to get people to attend. Action points for next time include; testing IT beforehand, not bothering with virtual participation as it didn't work well and a mechanism for feedback. No updates were required to the risk assessment.

### **Item 6 - Sustainable Stoneham update**

**TJ** provided Trustees with an update. She explained that jumble was being collected for the upcoming event. A number of more expensive items had already been sold on Vinted and Facebook Marketplace. Several stalls were booked to attend the event. The grant for the Community Fridge was still pending but she hoped to receive an answer soon.

### **Item 7 - Communications update**

**CD** gave a brief overview of a communications strategy he had devised. The aim of the strategy is to increase awareness and engagement. He agreed to share them around after the meeting for Trustees to look into properly. It was also agreed that the Newsletter would be ready to be delivered by the end of March.

### **Item 8 - Food Hygiene/First Aid update**

**SJ** confirmed that the YMCA portal could be used for food, up to level 3 although 2 is enough for what we need. They also had a intro to first aid at work available. **GR** explained that as we had been awarded grant money by ETC for these purposes, the money had to be spent on that or it would need to be returned. **SJ** agreed to go away and look into it again and report back.

**Action Point (AP) 1 - SJ to continue looking into food hygiene and first aid and report back.**

### **Item 9 - Insurance Update**

**SJ** explained that the insurance policy cost had risen slightly. Trustees agreed that **SJ** could spend the extra money.

### **Item 10 - Identify policies/procedures we need and commission a working group**

It was agreed that a number of policies would be required and existing policies needed updating. Trustees decided it would be best for a working group to be commissioned to look at what was required and work on these. **AS, TJ, LA** and **SJ** agreed to be on the working group.

**Action Point (AP) 2 - Policy Working Group to provide and update at the next meeting.**

### **Item 11 - Commission a working group to create a financial policy**

**AS, GR, AR, MN & LA** agreed to be on the working group.

### **Item 12 - Commission an Easter working group**

It was confirmed that the Easter event would be on Sat 8th April from 10am-2pm. Trustees allocated £500 to the event. **TJ, SJ, GR, KG & LA** agreed to be on the working group. **GR** agreed to send out a 'save the date' post out to the community.

**Action Point (AP) 3 - GR to send out a save the date post for the Easter event.**

**Action Point (AP) 4 - Easter working group to provide an update at the next meeting.**

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

Next Trustee meeting - **12:30pm Tuesday 7th March**

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

AP 1 - **SJ** to continue looking into food hygiene and first aid and report back.

AP 2 - Policy Working Group to provide and update at the next meeting.

AP 3 - **GR** to send out a save the date post for the Easter event.

AP 4 - Easter working group to provide an update at the next meeting.