

North Stoneham Community Group

Trustee Meeting - 07/03/23

Location:

YMCA Eastleigh

Present:

Sammy Jordan **SJ** (Chair)

Gaz Richardson **GR**

Lois Ainger **LA**

Matthew Nowell **MN**

Jim Vaughan **JV**

Tracey Jones **TJ**

Adie Smith **AS**

Kathy Grubb **KG**

Apologies:

Agnes Rock **AR**

Clive Dlima **KD**

Kat Short **KS**

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 **AR, CD & 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.

GR advised that he had a QR code ready for the notice board outside the YMCA and that it would be up shortly. This action was closed.

Actions from meeting on 01/11/22:

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

This item remains open. In the meantime, **TJ** said she was investigating another system and that she would liaise with **GR**.

Actions from meeting on 07/02/23:

AP1 - **SJ** to continue looking into food hygiene and first aid and report back. This was discussed later in the meeting and so the action was closed.

AP2 - Policy Working Group to provide an update at the next meeting. This was discussed later in the meeting and so the action was closed.

AP3 - **GR** to send out a save the date post for the Easter event. This action was completed and closed.

AP4 - Easter Working Group to provide an update at the next meeting. This was discussed later in the meeting and so the action was closed.

Item 5 - Website update

GR provided an update on the new website. He advised that it should be ready by 19th March, ready for it to be announced in the newsletter. He requested that when he is finished, all Trustees take some time to check for errors and suggest additional content.

Item 6 - Risk assessment update

SJ advised that the generic risk assessment had been updated to add allergy awareness. She also said a risk management policy was being drafted and would be ready for Trustees to agree at the April meeting.

Item 7 - Sustainable Stoneham update

TJ circulated the following update prior to the meeting:

“Winter jumble sale was a great success, around 150-200 people attended. We had 5 stalls who all advised it has been a positive experience and we raised £576.26. The grant we applied for has been approved for most of the funding we requested. The next step is a call with Hampshire County Council on 9th to discuss grant and get it paid to us. It will be paid in two parts, March and June. Next steps are detailed planning to get the fridge live, with a target date launch of beginning of April.”

During the meeting, **TJ** added that the launch date was now decided as 8th April, to coincide with the Easter event. **GR** advised that the electrician was booked to carry out the necessary electrical works at the YMCA.

Item 8 - Easter event update

A brief update on the Easter event was provided. It would mainly follow the same format as last year.

Item 9 - Grant update

SJ confirmed the grants that had been successful and paid to us. She advised that there was a small funding shortfall, mainly covering the Halloween, remembrance and coronation events. She is looking into grant funding from The National Lottery to cover the shortfall.

Item 10 - Newsletter/Communications policy update

In the absence of **CD**, **GR** advised that the newsletter content was covered for the March edition. **SJ** said that EBC were going to cover the costs of printing but that this could not be done until 20th March. It was agreed that delivery would be scheduled for the week of the 20th and that Trustees would liaise to arrange delivery.

Item 11 - Proposed coronation event

It was agreed that NSCG would be teaming up with Solent Rotary to do a litter pick of NSP on Sunday 30th April. **SJ** agreed to liaise with Solent Rotary to arrange.

Action Point (AP) 1 - SJ to liaise with Solent Rotary about the litter pick event on 30th April.

Item 12 - Christmas event scope

It was agreed that the event would follow the same broad scope as last year, with the working group starting to plan from May.

Item 13 - Policies update

LA presented refreshed Equality & Diversity, Health & Safety, Safeguarding & Data Protection policies which were all agreed by Trustees. She advised the working group had identified further policies that were required and that these would be provided to Trustees in advance of the April meeting for agreement.

Item 14 - Financial update

GR provided an update on behalf of **AR**. As of 7th March, the balance in the NSCG bank account was £3,729.94. **AR** is working on a Finance Policy which she will circulate prior to the April meeting. She also asked for Trustees to ensure that any payments made into the account are referenced correctly for accounting purposes. She also asked for copies of the grant applications and specifics of how the money must be spent is sent to her.

Action Point (AP) 2 - GR to send AR copies of the grant applications and specifics of how money must be spent.

Item 15 - Training needs

SJ said it would be advisable for all Trustees to do a first aid at work course and then some do a more advanced 1 day course. For food hygiene, at least 2 people needed to have level 2 and an allergen awareness course. It was agreed that Trustees who wanted to do these should email **SJ**.

Action Point (AP3) Trustees who would like to do first aid at work/food hygiene training to email SJ.

Some Trustees thought it would be useful to have some safeguarding training. **AS** agreed to provide this training on 21st March for those that wanted to attend.

There was no further business and the meeting closed at **1:37pm**.

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

Action Points from this meeting

AP 1 - **SJ** to liaise with Solent Rotary about the litter pick event on 30th April.

AP 2 - **GR** to send **AR** copies of the grant applications and specifics of how money must be spent.

AP3 - Trustees who would like to do first aid at work/food hygiene training to email **SJ**.