

North Stoneham Community Group

Trustee Meeting - 07/06/22

Location:

YMCA Eastleigh

Present:

Sammy Jordan **SJ** (Chair)

Lois Ainger **LA**

Matthew Nowell **MN**

Gaz Richardson **GR**

Agnes Rock **AR**

Jim Vaughan **JV**

Clive Dlima **CD**

Tracey Jones **TJ**

Adie Smith **AS**

Apologies:

Kat Short **KS**

Jo Newman **JN**

The meeting opened at **12:33pm**.

Item 1 - Welcome

Everyone was welcomed to the meeting by **SJ**. Everyone welcomed and introduced themselves to **AS** as this was his first Trustee meeting.

Item 2 - Apologies

Apologies were received in advance from **KS** and **JN**.

Item 3 - Actions from previous meetings

Actions from meeting on 01/03/22:

AP1 - **JV** to investigate getting a HMRC number so that the group can claim gift aid.

JV advised that this work with the Scouts had stalled, however he was going to pass on full details to **AR** so that she can begin the process of getting the NSCG a HMRC number.

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.

KS was absent from the meeting. **GR** advised he would try and get an update from **KS** by email.

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.

KS was absent from the meeting. **GR** advised he would try and get an update from **KS** by

email.

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

KS was absent from the meeting. **GR** advised he would try and get an update from **KS** by email.

AP3 - **CD** to make up the winning logo entry and pass it onto **GR** at the earliest opportunity.

This action was completed and closed.

AP4 - **GR** to inform the winner of the logo competition and sort the prize with **KS**.

This action was completed and closed.

AP5 - **GR** to create a litter pick event poster to put in the YMCA.

This action was completed and closed.

AP6 - **KS** to chase a response from Highwood about sponsoring a litter pick event

This action was completed and closed.

AP7 - **GR** to make the PJ party pack available for members to download.

This action was completed and closed.

AP8 - **GR** to make jubilee event promotional material

This action was completed and closed.

AP9 - **AR** to provide an update on the bank account at the next meeting.

This item was discussed later in the meeting and was closed.

AP10 - Policies relating to grant applications to be discussed as a priority at the next meeting.

This item was discussed later in the meeting and was closed.

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

KS had the paperwork and was absent from the meeting, so this AP remains open, to be completed at the next meeting.

AP12 - Discuss the idea of a summer trail at the next meeting.

This item was discussed later in the meeting and was closed.

AP13 - Discuss having a slush fund at a future meeting.

There was no time to discuss this item, so it remains open

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. Someone suggested placing a box in the YMCA cafe where sign up slips could be placed and/or a QR code for people to join. **GR** agreed to look into this. **AP 1 - GR to investigate putting a membership sign up box and/or QR code in the YMCA Cafe.**

Item 5 - Bank account update

AR advised that the bank now have all the required paperwork and so the account should follow relatively soon. **AP 2 - AR to provide an update on the bank account at the next meeting.**

Whilst talking about money, **AS** said that any costs that had been incurred already could be invoiced and he may be able to apply to The Captain Tom Foundation to have these reimbursed.

Item 6 - Policy approvals

SJ gave a brief overview, picking out highlights to the draft versions of the North Stoneham Community Group Health & Safety Policy, Equality and Diversity Policy, Data Protection Policy and Safeguarding Policy. Some minor changes were discussed. **SJ** agreed to make final adjustments to the policies which would then be sent out by email with the minutes to this meeting for all trustees to agree to. **GR** advised that he would keep a database confirming that each Trustee member had agreed to the contents of each policy. **SJ** said that all of these policies should be reviewed annually, which everyone agreed with. **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.**

Whilst discussing policies, **LA** advised that whilst researching, she discovered the term 'Committee' was the incorrect term to be using. She said we needed to be referred to as Trustees going forward. **AP4 - GR to ensure that the committee is now referred to as the Board of Trustees.**

AP5 - SJ to look into making safeguarding personal, as suggested by AS.

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.

AP7 - The Board to create a Whistleblowing Policy linked to the Safeguarding Policy

Item 7 - Jubilee event wash-up

Trustees reported that there had been an excellent turnout for the event (approx 80 people). People from off of the estate also attended. Many people were put in touch with each other, resulting in various street parties happening.

Item 8 - Litter pick review

LA advised that the last litter pick had a poor turnout, but it did include people that hadn't taken part before, including a disabled person. The fact that the previous event was held in the middle of the afternoon on a sunny day was believed to have had an impact. It was decided that a weeknight litter pick event would be trialled, to see if there would be much interest. 5:30pm on 13th July was suggested. **AP8 - GR to see if the YMCA can accommodate a litter pick on 13th July at 5:30pm.**

Whilst discussing how to ensure people not on Facebook knew about events, it was decided to create a database of people that run street WhatsApp Groups across the estate, so that they can be told about upcoming events which they can share and discuss

with neighbours. **AP9 - GR to find out who runs street WhatsApp groups and create a database to inform them of upcoming events**

Item 9 - Summer trails

It was decided that a working group should be set up to discuss this. This working group will comprise of **MN, GR, AS, CD, KS, TJ and AR**. They will arrange a meeting to discuss.

Item 10 - AOB

SJ suggested that in order to ensure that these meetings are kept to 1 hour long, the main Trustee meeting should be used to discuss high level aspects of the NSCG. She suggested it would be better to create working groups to discuss the finer details of events planning and other such items. All board members agreed.

There was a brief discussion about if the NSCG should become a charity. It was decided that this could be something that is looked into at a later stage.

JV suggested it would be a good idea to create an Inclusion Working Group to look into how we can help people with specific needs within the community. He agreed to investigate this with Autism Ambassadors and arrange a meeting with them, and then report back at the next meeting. **AP10 - JV to meet with Autism Ambassadors and report back to the board his findings.**

AS gave a very brief overview of the benefits of creating a 'Time Bank' on the estate. As time was tight, he agreed to give a more detailed presentation at the next Trustee meeting. **AP11 - AS to brief the Trustees on a Time Bank.**

Trustees decided that Knott Drive/Longster Road and Beedon Way/Moreno Way had won the best decorated Jubilee party street competition.

There was no further business and the meeting closed at **1:32pm**.

Next Trustee meeting - **12:30pm Tuesday 5th July.**

Action Points from this meeting

AP 1 - **GR** to investigate putting a membership sign up box and/or QR code in the YMCA Cafe.

AP 2 - **AR** to provide an update on the bank account at the next meeting.

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**.

AP4 - **GR** to ensure that the committee is now referred to as the Board of Trustees.

AP5 - **SJ** to look into making safeguarding personal, as suggested by **AS**.

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

AP9 - **GR** to find out who runs street WhatsApp groups and create a database to inform them of upcoming events

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

AP11 - **AS** to brief the Trustees on a Time Bank.