

North Stoneham Community Group

Trustee Meeting - 10/01/23

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**

Kat Short **KS** (Online)

Adie Smith **AS**

Apologies:

Agnes Rock **AR**

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**.

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.

AP7 - The Board to create a Whistleblowing Policy linked to the Safeguarding Policy
It was decided that this was not required currently, so this item was closed.

Action from meeting on 04/10/22:

AP3 - Trustees to create an advertisement policy for the newsletter.

This was discussed later in the meeting and so 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.

TJ advised that this was in progress. Trustees thanked her for her hard work in getting this arranged.

Actions from meeting on 06/12/22:

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

This was completed and was closed.

AP2 - **GR** to edit the constitution to show the change to the maximum number of trustees.

This was completed and closed.

AP3 - Arrange for someone to audit the accounts prior to the AGM.

SJ advised that she had found someone to carry out this work, so this action was closed.

AP4 - Arrange an informal planing workshop on an evening to work through the NSCG shape and structure.

This was completed and closed.

AP5 - **SJ** to explore first aid training and report back.

SJ advised that she was in discussions with the YMCA about Trustee members using training available to YMCA staff. This action was closed.

AP6 - **SJ** to explore food hygiene training and report back.

SJ advised that she was in discussions with the YMCA about Trustee members using training available to YMCA staff. This action was closed.

AP7 - **TJ** & **MN** to provide an update on community fridge at the next meeting.

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

Item 5 - Ways of working (overview of social gathering)

Prior to the meeting, **SJ** circulated 3 documents; an overview of what was discussed at the social gathering, NSCG Vision & Values and NSCG Operations & Communications.

Trustees agreed the contents of the documents, with some minor amendments:

- Changing the wording to state that co-opted members that must stand down at the next AGM are able to be re-elected on a full term
- Anyone taking up a 'Vice' role must have been a Trustee for a least 1 year
- Anyone taking up either Chair, Treasurer or Secretary must have been a Trustee for at least 2 years
- More roles & responsibilities could be given to the role of Vice Treasurer

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

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

Item 6 - AGM Planning

It was agreed that the AGM would be taking place on Wednesday 25th Jan at 7pm at YMCA Eastleigh. **JV** decided that he would not be re-standing for election as a Trustee but would be available as an SME/Stakeholder and all members agreed that he would be welcome to join any future meetings. All other Trustee's confirmed they would be standing for re-election.

Members discussed the roles within the Board of Trustees that they'd like to volunteer for.

It was confirmed that wine & cheese would be made available for AGM attendees. A rough running order for the event was decided: Report from Secretary talking about the last year, report from Treasurer about the groups finances, report from the Chair talking about the year ahead, report from **TJ & MN** about the Sustainable Stoneham initiative. There would also be an opportunity for an open session where members of the Community could talk.

GR agreed to put out comms for the event and create a poster to be placed in the noticeboard outside YMCA Eastleigh.

Item 7 - Set Easter event date

Members agreed that the Easter event would be held on Saturday 8th April 2023 from 10am-2pm.

Item 8 - Newsletter advertisement policy

Members had a discussion about a Newsletter advertisement policy, bouncing around a number of ideas. **CD** agreed to put a proposal together to present at the next meeting. **AP3 - CD to present a newsletter advertisement policy proposal at the February Trustee Meeting.**

Item 9 - Sustainable Stoneham update

TJ explained that the project was running well and that a grant application had been submitted. A decision was expected by March 2023.

Item 10 - AOB

GR provided an overview of Grants that had already been applied for. He suggested it would be an idea to arrange a meeting to discuss what to put in the next application, which had a tight deadline. **AP4 - GR to arrange a meeting to discuss grant applications.**

SJ requested permission from the Trustees to arrange insurance with Policy Bee up to the amount of £200. This was authorised. **AP5 - SJ to arrange insurance through Policy Bee and report back at the next meeting.**

TJ asked the group if they had a HMRC/Charity number. It was confirmed that they did not. A discussion followed where it was suggested this may need to be looked at in future.

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

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

Action Points from this meeting

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

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

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

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

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