

North Stoneham Community Group - Committee Meeting 01/03/22

Location:

YMCA Eastleigh

Present:

Sammy Jordan **SJ** (Chair)

Lois Ainger **LA**

Matthew Nowell **MN** - Had to leave early, left the meeting at 11:52am

Gaz Richardson **GR**

Agnes Rock **AR**

Kat Short (EBC) **KS**

Jim Vaughan **JV**

Derren Storey **DS** (YMCA) - Joined the meeting at 12:15am

Apologies:

Jo Newman **JN**

The meeting opened at **11:06am**

Item 1 - Welcome & introductions

Each member of the committee gave a short introduction of who they were.

Item 2 - Minutes/action points from last time

Minutes from the previous meeting were agreed to be a true and accurate representation of the meeting that occurred. GR and LA signed the paper copy of the constitution. No further action points were highlighted from the previous meeting.

Item 3 - Apologies

Apologies from JN who was unable to attend the meeting.

Item 4 - AOB

No one had any other business to add to the agenda for the meeting.

Item 5 - Clarification of roles

SJ clarified the roles that had been agreed at the previous meeting:

SJ - Chair

AR - Treasurer

GR - Secretary

Each of the 3 members discussed their previous experience in similar roles. SJ highlighted the point that these were only administrative roles and that all members of the committee had an equal voice.

Item 6 - How we work together

SJ confirmed that minutes would always be sent out within a week of a meeting and that an agenda for the next meeting would be sent out 1 week before the meeting. It was agreed that the committee would try to minimise the amount of business carried out via email and that in-person meeting was the preference. Although people were happy to meet more regularly, it was decided that the main meeting would occur on the first Tuesday of every month at 12:30pm. Meetings will follow this timetable for April, May and June and then be reviewed to see if that still works for the majority. It was also agreed that virtual attendance at a meeting is possible and GR will ensure that IT is available to facilitate that if required.

Item 7 - Working with the YMCA

SJ and KS advised that they had met with DS some days before the meeting. They agreed that representatives of the committee would meet with DS once per term before the YMCA timetable

is fixed so that we can avoid any clashes with events we all want to put on. SJ explained that it was important for the committee to work together with the YMCA and feedback opportunities to one-another. It was agreed that both sides would signpost each others events and potentially provide volunteers to assist.

SJ mentioned that DS had asked for fundraising help for a piece of soft play equipment. DS also confirmed that if we were able to help fundraising, we could use the equipment free of charge. Both GR and LA raised concerns about this, stating that they would rather we focus on fundraising for our own group before we start to help fundraise for a big organisation like the YMCA. The committee was in agreement. LA also stated that she had concerns about how often both the group and the YMCA would be asking for donations. It was agreed amongst the committee that this group should focus on grants to raise money and that any extra money made during events is a bonus. JV mentioned that he thought the group could be given a charity number from HMRC so that we could claim gift aid. **Action Point (AP) 1 - JV to investigate getting a charity number so that the group can claim gift aid.** He will report back at the next main meeting.

Item 8 - 2022 action plan

The committee came up with a list of events that they'd like to put on this year:

Easter event - 16th April:

Joint event with YMCA and EBC. Easter egg trail hunt. KS advised that EBC comms had already started putting together this event. The committee decided to join in with the event. The trail event will run from 10am-2pm, with a craft event in the YMCA from 10am-12pm. It was agreed that a meeting would be required to plan and arrange this event. **Action Point (AP) 2 - KS to provide the material from EBC at the Easter planning event.**

Jubilee event - 28th May:

Street party decorating/planning event. A brief run down of the event was discussed, however more planning required.

Christmas light switch on event - 3rd December:

SJ advised that this date had been agreed with DS, which he had kindly deconflicted from another event he was planning to hold. More planning required.

Litter picking:

It was decided that this was still something the committee wanted to put on, but due to time constraints in this meeting, it would be discussed at the next main meeting. **Action Point (AP) 3 - Discuss the litter pick event.**

SJ also mentioned that DS was putting on a free monthly family event and that there was scope for the group to be involved in some of them.

Item 9 - Membership

GR provided an update. A gmail account has been created to run the membership database. He presented a first draft of the initial newsletter that will be posted out to all houses on the estate, as well as a copy of the letter people receive when signing up. Several corrections, suggestions and content additions were discussed and listed by GR to work on. GR asked for all committee members to send a picture of themselves to be included in the newsletter. It was agreed that the revised edition would be sent out by email and that feedback should be received no later than Friday 4th March in order to get the newsletter printed and posted out. **Action Point (AP) 4 - GR to send out final draft of the newsletter and receive all feedback by close of play on Friday 4th March.** It was agreed that the newsletter would be distributed on Tuesday 8th March at 10am. The closing date for the logo competition was agreed to be made 24th April at 4pm.

Item 10 - Communication

GR advised that he would set up a mailing list in gmail to communicate to members and that he had created a Facebook page for the group to publicise events.

Item 11 - Finance

AR provided an update on the bank account. She had spoken to Lloyds who advised she could set up the account. It was agreed that AR, SJ and GR would take this forward and provide their details to be the 3 signatories on the account. **Action Point (AP) 5 - AR, SJ & GR to arrange a meeting to set up the bank account.**

Item 12 - AOB

DS arrived at the meeting. SJ & GR discussed the committee agreed how important it was for both sides to work together and communicate effectively. DS added the Easter & jubilee events into the YMCA calendar, confirming that they could go ahead. SJ advised that the YMCA had some material to post out and that it would make sense for us to work together and post the newsletter and YMCA material at the same time. DS said that his comms dept would not have it back in time for the date already agreed to post the newsletter, so the committee decided to change the date of the newsletter distribution. Both newsletter and YMCA distribution was agreed to happen at 10am on 15th March. **Action Point (AP) 6 - GR to ensure that a final copy of the newsletter is sent to KS for printing in time for distribution on 15th March.**

There was no further business and the meeting closed at **12:25pm.**

Next meeting to discuss Easter trail event - **10:00am, Tuesday 8th March.**

Next main committee meeting - **12:30pm, Tuesday 5th April.**

Action Points from this meeting

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

AP2 - KS to provide the material from EBC at the Easter planning event.

AP3 - Discuss the litter pick event at the next main meeting.

AP4 - GR to send out final draft of the newsletter and receive all feedback by close of play on Friday 4th March.

AP5 - AR, SJ & GR to arrange a meeting to set up the bank account.

AP6 - GR to ensure that a final copy of the newsletter is sent to KS for printing in time for distribution on 15th March.