

## North Stoneham Community Group - Committee Meeting 08/03/22

### Location:

YMCA Eastleigh

### Present:

Sammy Jordan **SJ** (Chair)

Matthew Nowell **MN** - Had to leave early, left the meeting at 10:45

Gaz Richardson **GR**

Kat Short (EBC) **KS**

### Apologies:

Jo Newman **JN**

Agnes Rock **AR**

Lois Ainger **LA**

Jim Vaughan **JV**

The meeting opened at **10:19am**

### Item 1 - Welcome

The committee welcomed each other to the meeting.

### Item 2 - Apologies

Apologies were received in advance from JN, AR, LA & JV.

### Item 3 - Easter event planning

KS advised that EBC had created the poster and map as previously discussed and that it had been sent away to the printers. As it stood, 2 banners had also been created. GR raised the issue that this meant we wouldn't have a banner to put up on the Homewood side of the park. KS said she should be able to get a 3rd one printed.

KS said that unfortunately she is away on the day of the event. A lady called Mandy from EBC will be 'on call' for the duration and will be our point of contact should anything go wrong/support be required. KS's absence does not affect the insurance cover from EBC for the event.

It was discussed that a first aider may be required during the event. KS agreed to talk to Derren at the YMCA to see if they have an on-site first aider or if we need to get one. **Action Point (AP) 1 - KS to enquire with the YMCA about first aiders and report back**

SJ discussed that with her 'church hat' on, she had access to funds, volunteers and first aiders if required. She asked if St Nics could have a logo on the print material, which KS said shouldn't be a problem. SJ also shared an idea whereby 3 of the clue stations would have a QR code on them, which would take them to 3 different videos where SJ would tell the Easter story. This would be entirely optional. Those that want to learn the Easter story could access, those that don't want to, don't have too. The committee agreed that this should be included.

KS said there will be 19 laminated card eggs hidden, each corresponding to a letter for a password. KS to make the eggs and deliver them to YMCA on Thursday 14th April.

The timetable for the event was discussed. GR and SJ to place clues around the park on the day between 9am and 10am. They will then man a table at the YMCA where people can come and collect map sheets. The stand will be manned between 10am and 2pm for map collection. GR & SJ will remain until 3pm in order to hand out prizes, before collecting in the clues.

The craft event was then discussed. SJ suggested we ask if any other committee members are available to man the stand (minimum 2 people). **Action Point (AP) 2 - SJ to ask other committee members if they are free and willing to staff the craft event.** Research was then

carried out to decide on the craft tasks to put on. Prices of different items were discussed. It was decided to go with:

- Easter crown making
- Easter flowers made from ice lolly sticks and bun cases
- Colouring sheets
- Easter story sticker scenes
- Easter magnet activity
- Pin the tail on the Easter bunny

Both KS and SJ agreed to arrange different aspects of this and buy items using a mixture of funding from EBC and St Nics.

Prizes were the discussed. It was decided that each child should be able to collect a chocolate egg on completion of the hunt. GR suggested asking Eastleigh FC if they'd be able to donate money to buy the prizes. **Action Point (AP) 3 - KS to enquire with Eastleigh FC about donating funds.** SJ said St Nics would also be able to contribute towards costs. It was agreed that small kinder sized eggs would be best. The committee agreed that 300 would be a good number to get as it's better to have more. SJ said any left overs could be used for other Easter related activities in the community.

The committee also agreed to have a 'Community Stand' at the event in the YMCA where other local groups, YMCA, Eastleigh FC may wish to publicise. GR and SJ also agreed to have an iPad/ laptop in order to sign people up to the North Stoneham Community Group there and then.

**Action Point (AP) 4 - SJ to discuss the Community Stand with the YMCA.**

It was decided to create a paper form for the logo competition for the Community Group and have this available to hand out on the day. **Action Point (AP) 5 - KS to create a form for the logo competition.**

KS agreed to sort a risk assessment for the event. **Action Point (AP) 6 - KS to arrange a risk assessment for the Easter event.**

KS stated that anyone volunteering for the event may need to fill in an EBC volunteers form, which is a requirement for the insurance of the event.

#### **Item 4 - Final newsletter approval**

GR said he would edit the Easter event section of the newsletter based on the decisions made at this meeting. He will send to SJ for a sense check, before submitting a final copy to KS no later than Friday 11th March. GR needs a picture from JN, which he said he would sort this week.

**Action Point 7 - GR to send KS a final copy of the Newsletter no later than Friday 11th March.** KS said she had moved her budget at EBC around to cover the costs of printing. She initially ordered 800 copies, but after discussion the committee agreed that this would be increased to 900.

There was a brief discussion about the Jubilee event. As people need to apply for road closures so soon, and prior to our event for it in May, it was agreed to include a link to a jubilee party planning website in the newsletter. SJ knew of a website and passed the details to GR for inclusion.

#### **Item 5 - Bank account setup**

AR advised by email that she would contact SJ & GR regarding setting up the bank account.

#### **Item 6 - AOB**

None.

There was no further business and the meeting closed at **11:38am.**

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

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

- AP1 - KS to enquire with the YMCA about first aiders and report back
- AP2 - SJ to ask other committee members if they are free and willing to staff the craft event
- AP3 - KS to enquire with Eastleigh FC about donating funds
- AP4 - SJ to discuss the Community Stand with the YMCA
- AP5 - KS to create a form for the logo competition
- AP6 - KS to arrange a risk assessment for the Easter event
- AP7 - GR to send KS a final copy of the Newsletter no later than Friday 11th March