

North Stoneham Community Group

Trustee Meeting - 02/05/23

Location:

Online via Zoom

Present:

Sammy Jordan **SJ** (Chair)

Gaz Richardson **GR**

Lois Ainger **LA**

Tracey Jones **TJ**

Kathy Grubb **KG**

Agnes Rock **AR**

Clive Dlima **CD**

Apologies:

Kat Short **KS**

Matthew Nowell **MN**

Adie Smith **AS**

The meeting opened at **12:34pm**.

Item 1 - Welcome

Everyone was welcomed to the meeting by **SJ**.

Item 2 - Apologies

Apologies were received in advance from **MN, KS & AS**.

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 01/11/22:

AP3 - **TJ** to investigate an O365 and Antivirus licence and report back.

This action remains open and will not be progressed until we are a charity.

Actions from meeting on 07/03/23

AP1 - **SJ** and **KG** to draft a pitch for Eastleigh Freemasons funding.

This was completed and was closed as the funding may no longer be available.

AP2 - **CD** to provide a timeline for the Summer Newsletter, due for delivery towards the end of July.

This item remains open.

AP3 - **GR** to send all final copies of policies out for everyone to confirm that they agree

with the contents.

This action was completed and closed.

AP4 - **AR** to research defibrillators.

AR confirmed that we had missed the window for British Heart Foundation grants, however she has made enquiries with AED and will update when she hears anything further. This action remains open.

Item 5 - Finance Update

AR asked to spend money on ink for her printer as she's using a lot to print off financial documents. This was approved and it was agreed that it would be added to the budget. She said there was £5036 in the bank as of 2nd May 2023. **GR** advised that the ELAC grant of £1500 was still to be paid in by Eastleigh Borough Council. **AR** also advised that we now had 3 debit cards, enabling us to use cards to buy items so that we don't have to pay out of our own pockets and claim money back.

SJ mentioned that there was some money remaining from the Coronation grant. She proposed that this money could be used to buy refreshments for people that wanted to go to the YMCA and watch the Coronation. This was agreed by all.

Item 6 - Risk Assessment Update

SJ mentioned that there had been some issues during the last newsletter delivery with cats and dogs. Although this was already within the risk assessment, she had changed it to say that before any delivery, people will be reminded of the need to be careful when putting things through letterboxes. Everyone agreed with the change.

Item 7 - Feedback from Easter

GR advised that the feedback had all been positive. Only 1 issue was highlighted and that was one of the clues being a little close to the roadside. We had fewer people than the year before, but the atmosphere felt better. During the event, we ran out of craft stuff so it was agreed to ensure we had more craft items for future events. The QR code feedback page on the website was a positive addition.

Item 8 - Feedback from Community Fridge Launch

TJ explained how well the launch had gone. Over 150kg of food had been redistributed. A new stand for bread had been purchased. The rota system being organised by **LA** was working well. **TJ** was looking for more volunteers to help. She also explained that she was working on submitting a grant application to purchase a freezer.

Item 9 - Feedback from Coronation Clean-up

SJ said the event had been very successful, with 53 people involved. Lots of rubbish had been collected and flower beds tidied up. For next time, more signposting of which bins to put rubbish next to. It would also be nice to focus more on Homewood Park next time.

Item 10 - Sustainable Stoneham Update

TJ said clothes rails had been purchased for the next jumble sale and uniform exchange. She was working on initial publicity for the uniform exchange event.

Item 11 - Feedback from Bargate meeting

SJ said she and **GR** had met with Bargate to introduce the NSCG. Bargate have agreed

to support us with both money and time. They have offered to deliver newsletters for their part of the estate. She explained that they would be meeting again at the end of May.

Item 12 - Formation of Christmas Working Group

GR agreed to send an email to all Trustees to form the working group. **Action Point (AP) 1 - GR to set up the Christmas Working Group by email.**

Item 13 - Charity application

SJ mentioned that she had looked into the process of applying for charity status. She said it would take at least 40 days and costs £40 to do. It was agreed that **SJ** would begin the process and make the payment. **Action Point (AP) 2 - SJ to provide a charity application update at the next meeting.**

Item 14 - Communication/website priorities for May

GR said he was going to put some event write ups about Easter/coronation on the website. **SJ** suggested Sustainable Stoneham updates and jumble sale promotion could be added too. **CD** agreed to work on a newsletter publication schedule which he would provide at the next meeting. **Action Point (AP) 3 - CD to provide a newsletter publication schedule at the next meeting.**

Item 15 - AOB

Everyone was reminded of an upcoming social event with Trustees and fridge volunteers.

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

Next Trustee meeting - **12:30pm Tuesday 6th June 2023**

Action Points from this meeting

AP1 - **GR** to set up the Christmas Working Group by email.

AP2 - **SJ** to provide a charity application update at the next meeting.

AP3 - **CD** to provide a newsletter publication schedule at the next meeting.