

North Stoneham Community Group

Trustee Meeting - 04/04/23

Location:

YMCA Eastleigh

Present:

Sammy Jordan **SJ** (Chair)

Gaz Richardson **GR**

Lois Ainger **LA**

Jim Vaughan **JV**

Tracey Jones **TJ**

Adie Smith **AS**

Kathy Grubb **KG**

Apologies:

Tracey Jones **TJ**

Clive Dlima **CD**

Kat Short **KS**

Matthew Nowell **MN**

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 **TJ, MN, CD & KS**.

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.

Actions from meeting on 07/03/23:

AP1 - **SJ** to liaise with Solent Rotary about the litter pick event on 30th April.

This action was completed and closed.

AP2 - **GR** to send **AR** copies of the grant applications and specifics of how money must be spent.

This action was completed and closed.

AP3 - Trustees who would like to do first aid at work/food hygiene training to email **SJ**
This action was completed and closed.

Item 5 - Sustainable Stoneham update

GR provided an update on behalf of **TJ**. He explained that the Community Fridge was on track to open during the Easter event on 8th April. He also advised that the Uniform Exchange event was booked for 6th August. Trustees also gave permission for £237 to be spent from the SS funds on clothes rails to be used during jumble events.

Item 6 - Easter Event Update

SJ provided a brief update as to how the Easter event would be running. Volunteers were sought to help out on the day.

Item 7 - Grants/Budget Update

SJ advised that most of the funding for the year was covered, but there were still gaps in some of the 'nice to have' items. **AS** advised that Eastleigh Freemasons may be able to supply funding for some of these items. **Action Point (AP) 1 - SJ and KG to draft a pitch for Eastleigh Freemasons funding.**

Item 8 - Learning from the Newsletter process

It was agreed that the process for submission and delivery needs to be streamlined so that people have more notice of deadlines for submission. It was also agreed that the number of newsletters per year would be reviewed later in the year. **Action Point (AP) 2 - CD to provide a timeline for the Summer Newsletter, due for delivery towards the end of July.**

Item 9 - Policies

LA provided an update on the policies that the working group had devised. **Action Point (AP) 3 - GR to send all final copies of policies out for everyone to confirm that they agree with the contents.**

Item 10 - Coronation Event Plan

SJ provided an overview of the upcoming coronation clean-up event on 30th April.

Item 11 - Priorities post Easter

It was agreed that the priorities post Easter were to work on:

- Coronation Event
- Sustainable Stoneham initiative
- Charity Status for NSCG
- Xmas, with the Xmas working group to be formed at the next meeting.

Item 12 - AOB

AR explained that it would be great for the NSCG to be able to fundraise for a defibrillator within NSP. **Action Point (AP) 4 - AR to research defibrillators.**

GR advised that he, **SJ & TJ** had authorised **AR** to get a debit card for the bank account, which will make the process of paying for equipment online much easier.

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

Next Trustee meeting - **1pm Tuesday 2nd May**

Action Points from this meeting

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

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

AP3 - GR to send all final copies of policies out for everyone to confirm that they agree with the contents.

AP4 - AR to research defibrillators.