

# North Stoneham Community Group

## Trustee Meeting - 13/02/24

### Location:

Online via Zoom

### Present:

Sammy Jordan **SJ (Chair)**

Tracey Jones **TJ**

Gaz Richardson **GR**

Alex Barrett **AB**

Clive Dlima **CD**

Kathy Grubb **KG**

Agnes Rock **AR**

Sian Aubrey **SA**

Paula Butcher **PB**

### Apologies:

Adie Smith **AS**

Matthew Nowell **MN**

Kat Short **KS**

Lois Ainger **LA**

The meeting opened at **18:00**.

### Item 1 - Welcome

Attendees were welcomed by **SJ**.

### Item 2 - Apologies

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

### Item 3 - Minutes from the last meeting

The minutes of the previous meeting in January were agreed as accurate.

### 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 06/06/23**

AP4 - **GR** to create an inventory of NSCG equipment.

This item remains open but is in progress.

#### **Actions from meeting on 12/09/23**

AP1 - Add Summer Trail promotion to the May 2024 agenda

This action remains open.

### **Actions from meeting on 14/11/23**

AP1 - **TJ** to bring a proposal regarding a Repair Cafe during Q1 2024

This action remains open.

AP5 - **SA** to arrange a meeting with **KS** to discuss a way forward regarding community gardening.

This action remains open.

AP7 - Trustees to ensure they've sent a personal bio to **LA**.

This action remains open.

### **Actions from meeting on 12/12/23**

AP1 - Review the event set-up kit box.

This action remains open.

AP2 - **SJ** to investigate with Eastleigh Basics Bank if NSCG can become a referral agent.

This action remains open.

### **Actions from meeting on 09/01/24**

AP1 - **AB** to see if his auditor can look at the NSCG accounts for the AGM.

This was in progress and so was closed.

AP2 - **SJ** to convene a working group for Easter/AGM.

This was completed and closed.

AP3 - **TJ** to put together a plan for Time to Talk.

This was completed and closed.

AP4 - **AB** to convene a working group to scope a Summer event.

This was completed and closed.

AP5 - Trustees to send newsletter contributions to **CD** by 12th Feb.

This was completed and closed.

AP6 - **TJ** to produce a discount card for Trustees.

This was completed and closed.

### **Item 5 - Approve new Trustees**

**PB** was appointed as a new NSCG Trustee, with all Trustees approving her appointment.

**SJ** explained that **AS** had decided to step down as a Trustee, but will remain a key volunteer. Everyone in attendance thanked **AS** for his help and support over the years.

**AP1 - PB to send GR her name, address, email & DOB.**

### **Item 6 - Review revised constitution**

For NSCG to become a Charity, a new constitution is required. A revised constitution was circulated prior to the meeting. All Trustees agreed to adopt this new constitution.

### **Item 7 - Review revised NSCG Operations document**

A revised NSCG Operations document was circulated prior to the meeting. All Trustees agreed to adopt this new operations document.

### **Item 8 - Accept 2023 accounts**

2023 accounts were circulated by **AR** prior to the meeting. Trustees agreed to accept the 2023 accounts and thanked **AR** for her hard work.

### **Item 9 - Policies**

Trustees agreed to commission **LA** to review NSCG policies and report back at the next meeting. **AP2 - LA to review NSCG policies and present at the March meeting.**

### **Item 10 - Sustainable Stoneham Community Fridge**

An update was circulated prior to the meeting by **TJ**. **TJ** also mentioned that we were struggling for volunteers for fridge collections and that the number of collections may have to reduce as a result. **TJ** explained she was going to try her best to recruit new volunteers over the coming months.

### **Item 11 - Sustainable Stoneham Jumble Sale**

An update was circulated prior to the meeting by **MN**. It was agreed that jumble sales going forward will be a thing in their own right and not a fundraising opportunity for other NSCG activities. There was a further proposal regarding storage, but it was agreed to defer this decision awaiting the outcome of some other conversations. **AP3 - SJ to speak to a local self-storage company.**

### **Item 12 - Easter & AGM**

**SJ** explained a grant of £1050 had been received for the event and that the working group had met and were busy planning the event.

### **Item 13 - Grants**

**TJ** discussed a grant application she had submitted to EBC regarding Sustainable Stoneham activities. **SJ** explained that a grant had been received for the Easter event. She also discussed a grant that had been received from Eastleigh Town Council, to cover costs towards the Summer event and Halloween. **SJ** also said she had submitted a grant application to The National Lottery.

### **Item 14 - Insurance**

**SJ** advised that the NSCG insurance had been renewed.

### **Item 15 - Newsletter**

**CD** thanked everyone who had submitted newsletter content so far, but explained there were a couple of things still outstanding. Trustees were asked to send the information ASAP.

### **Item 16 - AOB**

**AR** said NSCG had secured a membership for the local Booker Cash & Carry.

There was no further business and the meeting closed at **19:10**.

Next Trustee meeting - **13:00, Tuesday 12th March 2024.**

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

**AP1 - PB to send GR her name, address, email & DOB.**

**AP2 - LA to review NSCG policies and present at the March meeting.**

**AP3 - SJ to speak to a local self-storage company.**