

North Stoneham Community Group

Trustee Meeting - 09/04/24

Location:

Online

Present:

Sammy Jordan **SJ (Chair)**

Tracey Jones **TJ**

Paula Butcher **PB**

Lois Ainger **LA**

Kathy Grubb **KG**

Alex Barrett **AB**

Sian Aubrey **SA**

Apologies:

Clive Dlima **CD**

Agnes Rock **AR**

Kat Short **KS**

Matthew Nowell **MN**

The meeting opened at **18:03**.

Item 1 - Welcome

Attendees were welcomed by **SJ**.

Item 2 - Apologies

Apologies were received in advance from **KS, AR, CD & MN**

Item 3 - Minutes from the last meeting

The minutes of the previous meeting in March 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 is completed and was closed.

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 12/12/23

AP1 - Review the event set-up kit box.

This action was closed.

Actions from meeting on 12/03/24

AP1 - **TJ** to send **GR** details of the wellbeing cafe for a social media reminder.

This action was closed.

AP2 - **GR** and **AB** to arrange a meeting to discuss the Vice Secretary role.

This action was closed.

AP3 - It was agreed that **SJ** and **LA** would present a refresh of 1 policy for 5 minutes at each Trustee meeting going forward.

This action was closed.

AP4 - **SJ** to check access arrangements of the local self store and speak to the football club about storage containers. Storage update to be added to the April agenda.

SJ provided an update. The Football Club said they would not be able to support this. **SJ** confirmed the access to the free self-store NSCG has been offered when a charity: 8am-6pm, except Thursday 8am-8pm & Sunday 10am-4pm. Trustees agreed in principle to proceed with the self store option once granted Charity status. This action was closed.

AP1 - SJ to contact Highwood to discuss the potential of renting a unit under Housing 21 and report back at the next meeting.

Item 5 - Policy Refresh - Safeguarding

SJ provided Trustees with a refresh of the NSCG safeguarding policy. It was agreed that next month would be Data protection.

Item 6 - First quarter finance

An update was not received in advance of the meeting. **SJ** said the only significant expenditure had been the newsletter. There is some money left from the Easter event and it was agreed to allocate this to the remembrance event. **TJ** explained we would be applying for an Asda grant later in the year. **AP2 - TJ SJ & GR to look at the NATS grant and report back next meeting. AP3 - AR to provide a finance update at the next meeting.**

Item 7 - Easter event feedback

Feedback was circulated in advance of the meeting.

Item 8 - AGM Feedback, including agreeing AGM minutes

Feedback was circulated in advance of the meeting. The AGM minutes were agreed as a true record, with a couple of additions.

Item 9 - Sustainable Stoneham

An update was circulated prior to the meeting by **TJ**.

Item 10 - Jumble sale

An update was not received in advance of the meeting. **AP4 - MN to ensure that jumble volunteers complete the volunteer form so that they are insured by NSCG. SJ to send MN the form.**

Item 11 - Summer festival

AB provided a brief update. The Working Group would be meeting shortly. The date of the Summer Festival would need to be changed.

Item 12 - Sunflower competition

It was agreed that **SA** would arrange the sunflower competition.

Item 13 - Charity application process

SJ provided an update. She informed Trustees that they would need to sign paperwork over the next few weeks in preparation for the formal application being submitted.

Item 14 - Summer newsletter

It was agreed that the Summer newsletter will go out in July, primarily advertising the Summer Festival. **AP5 - SJ to brief everyone by email on the contents of the newsletter, including deadlines, after talking to CD. AP6 - GR & AB to arrange newsletter advertising.**

Item 15 - Summer social

It was agreed that **KG** would be arranging a social in May and then later in the Summer for Trustees and volunteers.

Item 16 - Vice Secretary role

GR confirmed that he had met with **AB**. It was agreed that **AB** would take on management of the NSCG website and would stand in for agenda/minute writing in **GRs** absence. **AB** would also assist with the management of the NSCG social media.

Item 17 - AOB

TJ raised concerns over the amount of jumble we were receiving.

There was no further business and the meeting closed at **19:15**

Next Trustee meeting - **13:00, Tuesday 14th May 2024.**

Action Points from this meeting

AP1 - SJ to contact Highwood to discuss the potential of renting a unit under Housing 21 and report back at the next meeting.

AP2 - TJ SJ & GR to look at the NATS grant and report back next meeting.

AP3 - AR to provide a finance update at the next meeting.

AP4 - MN to ensure that jumble volunteers complete the volunteer form so that they are insured by NSCG. SJ to send MN the form.

AP5 - SJ to brief everyone by email on the contents of the newsletter, including deadlines, after talking to CD.

AP6 - GR & AB to arrange newsletter advertising.