

North Stoneham Community Group

Trustee Meeting - 12/03/24

Location:

YMCA Eastleigh

Present:

Sammy Jordan **SJ (Chair)**

Tracey Jones **TJ**

Alex Barrett **AB**

Sian Aubrey **SA**

Paula Butcher **PB**

Lois Ainger **LA**

Matthew Nowell **MN**

Apologies:

Gaz Richardson **GR**

Clive Dlima **CD**

Kathy Grubb **KG**

Agnes Rock **AR**

Kat Short **KS**

The meeting opened at **12:30**.

Item 1 - Welcome

Attendees were welcomed by **SJ**.

Item 2 - Apologies

Apologies were received in advance from **GR, CD, KG, KS & AR**.

Item 3 - Minutes from the last meeting

The minutes of the previous meeting in February 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 was closed.

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

This action was closed.

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

This action was closed.

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 was closed.

Actions from meeting on 13/02/24

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

This action was completed and closed.

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

This was discussed later and was closed.

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

This was discussed later and was closed.

Item 5 - Sustainable Stoneham

TJ circulated an update prior to the meeting. It was agreed that there would be no increase in fridge collections until more volunteers are sought. The next wellbeing cafe is being held on 22nd March. **AP1 - TJ to send GR details of the wellbeing cafe for a social media reminder.**

Item 6 - Jumble plans

The next Jumble Sale is confirmed for 28th April. Trustees gave permission for Matthew to order new banners up to the cost of £175.

Item 7 - Newsletter & volunteering update

KG circulated an update prior to the meeting. Delivery of the newsletter was complete, with several new volunteers helping out. It was agreed that more newsletters would be required to be printed next time.

Item 8 - Gardening update

An updated was circulated prior to the meeting. It was confirmed that an event with Wild Hive was happening on the 23rd March at the YMCA where people could grow their own salad.

Item 9 - Summer festival update

AB provided an update. The date of the event has been chosen, 17th August 12pm-4pm. A further update will be provided next time.

Item 10 - Easter/AGM update

An update was circulated prior to the meeting. It was confirmed that volunteers were confirmed for the gardening element of the event. **MN** confirmed that he had purchased the sunflower pots and seeds. Regarding the AGM, **SJ** confirmed some specifics from the new constitution and operations documents. **AP2 - GR and AB to arrange a meeting to discuss the vice secretary role.**

Item 11 - Policies

LA reviewed and updated the NSCG policies, which were circulated prior to the meeting. All Trustees agreed to adopt the revised policies. The policies are: Communications and Marketing, Data Protection, Equality and Diversity, Health and Safety, Safeguarding, Complaints Procedure, Conflict of Interest and Finance. **AP3 - It was agreed that SJ and LA would present a refresh of 1 policy for 5 minutes at each Trustee meeting going forward.**

Item 12 - Risk assessment

SJ explained that the risk assessment had been updated, which was circulated prior to the meeting. All trustees agreed to adopt the revised risk assessment.

Item 13 - Storage update

SJ provided an update prior to the meeting. It was agreed that storage was required in order to manage the jumble sales. **SJ** confirmed that if NSCG becomes a charity, there is an opportunity for NSCG to be able to apply for a free storage unit at a local self store or be given a storage unit which NSCG would have to find land for. **TJ** raised her concerns regarding the security of a storage unit on land in the area. At the moment there is no immediate solution and this will be reviewed in April. **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.**

Item 14 - Grant & fundraising update

SJ confirmed we had grants in to be able to pay for Easter as well as money towards Halloween and Summer. We were unsuccessful in the bid to the National Lottery. **SJ** also said that it was getting increasingly difficult to secure grants towards events. There is currently £2704.38 of unrestricted funds in the bank account. Trustees agreed to earmark £2000 of this towards Christmas. Trustees also agreed to approach a HCC Councillor for funding towards Christmas. It was also recognised that going forward NSCG need to include a fundraising element into each of the core events whilst keeping as much of the event as free as possible.

Item 15 - AOB

LA asked if Trustees were still happy for NSCG social events to be planned and that it was important to remember to do these. Trustees agreed that 4 socials a year would also include volunteers to help build relationships. The aim is that socials should be accessible in location and cost, but varied. **MN** has offered his garden (with pool and BBQ) again for a summer social.

There was no further business and the meeting closed at **14:15**.

Next Trustee meeting - **18:00, Tuesday 9th April 2024.**

Action Points from this meeting

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

AP2 - GR and AB to arrange a meeting to discuss the vice secretary role.

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

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.