

# North Stoneham Community Group

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## Trustee Meeting - 14/05/24

### Location:

YMCA Eastleigh

### Present:

Sammy Jordan **SJ (Chair)**

Tracey Jones **TJ**

Gaz Richardson **GR**

Paula Butcher **PB**

Matthew Nowell **MN**

Lois Ainger **LA**

Kathy Grubb **KG**

Alex Barrett **AB**

Sian Aubrey **SA**

Agnes Rock **AR**

Michelle Jennings **MJ (Friends of Stoneham Park Academy)**

### Apologies:

Clive Dlima **CD**

Kat Short **KS**

The meeting opened at **13:00**.

### Item 1 - Welcome & Apologies

Attendees were welcomed by **SJ**. Trustees introduced themselves to **MJ**. Apologies were received in advance from **CD** & **KS**.

### Item 2 - Minutes from the last meeting

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

### Item 3 - 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 12/09/23**

AP1 - Add Summer Trail promotion to the May 2024 agenda

This action remains open.

#### **Actions from meeting on 09/04/24**

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

This item remains open.

AP2 - **TJ SJ & GR** to look at the NATS grant and report back next meeting.  
This action was closed.

AP3 - **AR** to provide a finance update at the next meeting.  
This action was closed.

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

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

AP6 - **GR & AB** to arrange newsletter advertising.  
This action was closed.

#### **Item 4 - Policy of the month - Data Protection**

**LA** provided Trustees with a refresh of the NSCG Data Protection Policy.

#### **Item 5 - First quarter finance**

**AR** provided a finance update. As of 14/05/24, there was £5165.73 in the bank account, most of which was ring fenced for specific items and events. **AP1 - AR to provide TJ with an up to date balance for the ring fenced community fridge spending.**

#### **Item 6 - Grants**

**SJ** confirmed that the NATS grant was about to be submitted and that she would be applying to Cllr Wayne Irish soon for a Christmas event grant. **SJ** also confirmed that we had been successfully awarded a £1500 food production grant from EBC relating to the community garden and a £2000 grant from EBC relating to the feed a family sessions. She had also submitted a competition entry to Eastleigh Lions to win a small grant. **TJ** said she had applied for a couple of grants relating to the community fridge.

#### **Item 7 - Newsletter**

**SJ** reminded Trustees that the Newsletter submission deadline was 31st May, with delivery expected during the 1st week of July.

#### **Item 8 - Charity application**

**SJ** explained that the charity application was about to be submitted. Linked to that, Trustees agreed that the proposed "Friends of the YMCA" could be brought under the NSCG as a Working Group in principle, subject to YMCA agreement.

#### **Item 9 - School**

**SJ** confirmed that the School would really like to get more involved with NSCG. **MJ** introduced herself to Trustees. It was agreed that agendas and minutes would always be sent to **MJ**. Trustees were pleased that NSCG would be able to work more closely with the school going forward.

#### **Item 10 - Summer festival**

An update was circulated prior to the meeting. It was confirmed that the new Summer Festival date was 24th August.

### **Item 11 - Sustainable Stoneham**

**TJ** provided an update. It's been a quiet month for the fridge and collections have been reduced due to lack of volunteers. More collection volunteers are in training, but more collections will not be started until they are all trained up. **TJ** asked if all Trustees could volunteer to take on 1 temperature check per month. Almost 9.5 tons of food has been saved. It was confirmed that food hygiene course was not legally required for fridge checkers, but was available for those that wanted it. Collectors would be required to take the course.

### **Item 12 - Community gardening**

**SA** provided an update on community gardening. She explained the sunflower competition would be judged in the 2nd week of September. **AP2 - SA to give GR details of the sunflower competition so he can boost on social media. SJ** confirmed that the YMCA had given us a small patch of land to put a Community Garden on, as well as putting some planters on the outside seating area. **SJ** also mentioned that the YMCA had contacted her asking if there was something we could put on for the national 'Big Help Out' initiative in June. It was agreed that the community garden would be launched on this weekend if possible.

### **Item 13 - Jumble report & proposal**

A report and proposal was provided before the meeting. It was agreed that the jumble sales would be paused until a storage solution is sought.

### **Item 14 - Christmas Working Group formation**

**SJ** & **TJ** were happy to lead on Christmas. An email would be sent out to plan the first meeting. **AP3 - SJ to convene a Christmas Working Group by email.**

### **Item 15 - Volunteers**

It was agreed that any volunteer/helper had to fill in the volunteer form beforehand. **AP4 - TJ/KG to add emergency contact details and health requirements to the volunteer database. KG** also said the social event had gone very well and the volunteers that attended had a very nice time.

### **Item 16 - AOB**

**TJ** said that there would be a time to talk event with an energy saving/warm homes service from HCC on Wednesday 12th June from 1pm-3pm.

**SJ** said that she will not be standing as Chair next year and that Trustees should start to think about what roles they would like going forwards. If any Trustee is thinking of stepping into a role or standing down from a role, please contact **SJ**.

There was no further business and the meeting closed at **14:35**.

Next Trustee meeting - **18:00, Tuesday 11th June 2024 (online)**.

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

**AP1 - AR to provide TJ with an up to date balance for the ring fenced community fridge spending.**

**AP2 - SA to give GR details of the sunflower competition so he can boost on social media.**

**AP3 - SJ to convene a Christmas Working Group by email.**

**AP4 - TJ/KG to add emergency contact details and health requirements to the volunteer database.**