

North Stoneham Community Group

Trustee Meeting - 08/10/24

Location:

Online via Zoom

Present:

Sammy Jordan **SJ (Chair)**

Tracey Jones **TJ**

Gaz Richardson **GR**

Paula Butcher **PB**

Kirsty Balicao **KB**

Alex Barrett **AB**

Lois Rock **LR**

Agnes Rock **AR**

Apologies:

Kathy Grubb **KG**

Sian Aubrey **SA**

Clive Dlima **CD**

Matthew Nowell **MN**

The meeting opened at **18:04**

Item 1 - Welcome & Apologies

Attendees were welcomed by **SJ**. Apologies were received in advance from **KG, SA, CD & MN**.

Item 2 - Minutes from the last meeting

The minutes of the previous meeting in September 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 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 action remains open.

Actions from meeting on 10/09/24

AP1 - **SJ** to speak to the YMCA to see if it's possible to turn off the ANPR system during events.

The YMCA said this was not possible. This action was closed.

AP2 - **KG & PB** to reconvene a Volunteers Working Group meeting.
This action was completed and closed.

AP3 - Trustees are reminded that when new volunteers are found, they should inform **KG** so that their details are added to the database and they are covered by insurance.
This action was closed.

AP4 - **SJ** to purchase plastic reusable poppies for the road signs from Royal British Legion.
This action was completed and closed.

Item 4 - Finance

AR provided an update. The feed a family grant from EBC is being paid in this week. The latest newsletter has almost paid for itself, with £300 generated from advertisements. The Garden budget has £268.10 remaining. The YMCA still owe money for soil, but this is being chased. Sustainable Stoneham have a balance of £1821.93 remaining. Taking all this into account, there are currently £3070 of unrestricted funds remaining. £1000 of that has already been allocated to Christmas. The remaining will be used towards things such as insurance and events next year until more income has been generated and grants awarded.

AR also reported that she had secured a 26% discount with Brakes for Halloween and Christmas food.

AP1 - AR and AB to look into software to help manage finances digitally from Jan 25. Trustees have authorised a spend of up to £25 per month for this service.

Item 5 - Sustainable Stoneham

TJ provided an update. 11.4 tonnes of food has been redistributed through fridge so far. Additional volunteers are about to be trained up. The Feed a Family grant will be paid shortly. Dates for the next sessions are booked in with the YMCA. The YMCA booking system is being used for the October session, though it is hoped that our own booking tool will be ready in time for the December date. **TJ** has applied for a grant with ASDA for £800 for ongoing fridge costs.

SJ provided a jumble update on behalf of **MN**. Jumbles are still on hold pending the decision on NSCG charity status. Once the storage solution is secured, **MN** intends to form a Jumble Working Group.

Regardless of the storage solution, the next jumble will be happening in Feb 25. If storage is not secured by then, it will focus on clothing only to get rid of the surplus that's already been collected.

Item 6 - Community Garden

SJ provided an update on behalf of **SA**. There was an acknowledgement of teething problems which are being addressed. There was a positive start to the garden, but it has been hard to maintain due to poor weather and ill health. Kat Short is now working with **SA** to take the admin and organisational load. There is a garden event on 26th October to reconvene people who are interested in getting involved. The main priority is to form a Working Group to run the project and maintain momentum. The Home Ed group are planting pansies next week and onions being planted over the winter. **SA** is in

conversation with the School, Scouts and Home Ed to get involvement going forward. **SJ** said she had submitted a grant bid with Spitfire Wellbeing Fund. This is to pay for storage, a lawnmower and other basic tools to equip volunteers to maintain what we have.

Item 7 - Halloween

SJ provided an update. Details of the event are in the latest newsletter. This year there are 12 supper points, serving hot dogs, hot chocolate and cake. All food is being purchased from Brakes and will be delivered by **SJ, PB & AR** the day before. **SJ** also said she would be testing some lighting under her gazebo that could be used for the Christmas event.

Item 8 - Remembrance

SJ provided an update. The event is taking place on 10th November. **SJ** will be putting signs and poppies out on the estate in the run-up. The service at the memorial is being hosted by St Nic's. There is £200 available for refreshments at the YMCA afterwards.

Item 9 - Christmas

SJ provided a brief update. Planning is going well and minutes from the planning meetings are being sent out to all. Everything is under control. Next priorities are to sort the event brochure and wet weather plan.

Item 10 - Newsletter

SJ provided an update on behalf of **CD**. Everyone was thanked for submitting their work on time. The final version is with **GR**, who will be arranging printing. **KG** advised that delivery was covered. Delivery will be happening from the week of 14th October. All Trustees thanked **CD** for his hard work on another fantastic edition.

Item 11 - Volunteers

PB and **TJ** provided an update. The Working Group are looking at planning the next volunteer thank you event, which will be a similar format to the previous one. **PB** will be creating a monthly volunteering newsletter to keep people engaged. **AP2 - SJ to investigate YMCA discount for volunteers.**

Item 12 - Derren

SJ advised that Derren would be back as Manager of the YMCA from 27th Nov. **AP3 - GR to arrange a thank you card for Kyle and bring along to the next Trustee meeting for everyone to sign.**

Item 13 - Team needs

SJ explained that Trustees had not been recruited into roles, but were willing volunteers. That means we are not the "ideal team" that you would find in a workplace, so we are not going to function like one. She reminded Trustees that last year there was a review into how we worked together as a team. The most helpful part of the review was when Trustees met and got to know each other better on a personal level. When you know strengths and weaknesses, it gives you the bigger picture and helps you to function better. **SJ** said she would like to run a Q&A survey for all Trustees to fill in, which gives people the opportunity to tell each other about themselves. The 1 rule is that you can't name individuals or specific events. All Trustees agreed this would be a good idea. **AP4 - SJ to put together a Trustee Q&A survey and send to all, which will be discussed at the December meeting.**

Item 14 - Roles in the new year

SJ reminded Trustees that she would shortly be stepping down as Chair in Jan 25. It was agreed that handovers of roles would occur in time for Jan 25. The proposed roles are:

Chair - **GR**

Vice Chair - **SJ**

Secretary - **AB**

Vice Secretary - **TJ**

Treasurer - **AR**

LA asked for it to be put on record that all Trustees were grateful to those stepping into the roles and a big thank you to those standing down.

Item 15 - AOB

None.

There was no further business and the meeting closed at 18:57

Next Trustee meeting - **13:00, Tuesday 12th November 2024, YMCA Eastleigh**

Action Points from this meeting

AP1 - **AR** and **AB** to look into software to help manage finances digitally from Jan 25. Trustees have authorised a spend of up to £25 per month for this service.

AP2 - **SJ** to investigate YMCA discount for volunteers.

AP3 - **GR** to arrange a thank you card for Kyle and bring along to the next Trustee meeting for everyone to sign.

AP4 - **SJ** to put together a Trustee Q&A survey and send to all, which will be discussed at the December meeting.