

North Stoneham Community Group

Trustee Meeting - 11th February 2025 at 6pm

Location: Online / 21 Highwood Avenue

Present:

Gaz Richardson GR (Chair)
Sammy Jordan SJ
Tracey Jones TJ
Kirsty Balicao KB
Alex Barrett AB
Sian Aubrey SA
Kathy Grubb KG
Paula Butcher PB
Clive Dlima CD

Apologies:

Agnes Rock AR
Kat Short KS

The meeting opened at 18:02

Item 1 - Welcome & Apologies

GR Welcomed all to meeting. Starting with an announcement that Lois Rock will be standing down as a trustee, but wishes to continue supporting NSCG through volunteering at events. GR noted in minutes that himself and indeed all Trustees thank Lois for her outstanding work during her time as Trustee and very grateful to both her efforts before and moving forward as a volunteer.

Item 2 - Minutes from the last meeting

All happy with minutes from previous meeting.

Item 3 -

Date	Ref	Owner	Action	Due Date	Updates
01/11/22	AP3	TJ	TJ to investigate an O365 and Antivirus licence and report back.	Mar-25	Awaiting IT WG Action: Open
09/04/24	AP1	SJ	SJ to contact Highwood to discuss the potential of renting a unit under Housing 21 and report back at the next meeting.	TBC	No Update from Highwood Action: Open

08/10/24	AP1	AR, AB	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.	Mar-25	Update at March Trustee Action: Open
12/11/24	AP4	TBC	Initial meeting to review Halloween Supper Trail and plan for Oct 25, to convene in July 2025.	Jul-25	Action: Open
12/11/24	AP5	AB	AB to put together social media posts for opting out of newsletter mail. CD to include in March 2025 newsletter.	Mar-25	Planned for March Action: Open
12/11/24	AP6	TJ	TJ to set up storage working group with GR/KB and liaise with AR, to look into viability of paying for storage. They will report back by Feb 2025.	Feb-25	Updated in meeting Action: Closed
10/12/24	AP3	ALL	Trustees to rank order their priorities from the team talk feedback and send back to GR, for discussion at the January meeting. Each priority will then be looked at during future meetings.	Feb-25	GR setting date to discuss Action: Open
10/12/24	AP4	SJ, SA	Wellbeing Cafe to be added to the February meeting agenda.	Feb-25	Discussed SJ AND SA to develop proposal Action: Open
14/01/2025	AP1	KB	KB to check with YMCA on dates for jumble and bring plan to next meeting.	Feb-25	KB gave dates Action: Closed
14/01/2025	AP3	GR	GR to check availability at YMCA for AGM and will email out dates.	Feb-25	Emailed out and date set Action: Closed

14/01/2025	AP4	GR	GR to send around newsletter content plan.	Feb-25	Action: Closed
14/01/2025	AP5	GR	GR to email out date availability for first team talk meeting	Feb-25	GR Emailing date Action: Open
14/01/2025	AP6	TJ	TJ raised a interest from the fridge working group to run cooking sessions for young persons. TJ to investigate the proposal further to get more detail on location of young persons e.g. are the from NSP. Group approved further investigation of subject and Fridge working group to bring back to Trustees.	Mar-25	Bringing to March Meeting Action: Open

Item 4 - Jumble & Garden

KB Shared Jumble update prior to meeting
Next Jumble confirmed for 22.03.25 14:00-15:30

SJ Shared a garden update. 26/01 saw 1st of the 2025 sessions. 3 new faces at the event, with 2 of them baby sitting plants. What'sApp group is active. SJ and TJ discussed garden too small, to support cooking sessions but plans for future. Garden and Cooking group launching Ketchup with Gardening in September to be used for Halloween event.

SJ to share full update for next meeting, but WG decided some of recent grant to go towards outside games for use in and around the garden area.

Item 5 - Accounts

AR was unable to connect to zoom, Accounts update in March trustees meeting

Item 6 - Storage

Storage Working Group set up, and first meeting with GR/ TJ and KB.
Three quotes obtained by KB for local storage circa 50sqft

AP1: KB to contact lowest quote for clarification on costs without insurance, and added value from Newsletter inclusion etc.

Item 7 - Time to talk cafe / Parent Groups

SJ and SA presented regarding Parent groups on NSP. Putting together proposal for next meeting. **AP5 from 10/12 remains open.**

Item 8 - Trustee Meeting Format

GR Presented his proposal for revised trustee meeting format.
No comments, all approved.

Item 9 - Charity Application

GR proposed we pause Charity application for 12 months, group to work on the WHY during that time, and review options available.
No comments, all approved.

Item 10 - Friends of YMCA Working group

GR and SJ proposed the Friends of YMCA working group which had initial approval in June 2024. Working group approved and will be set up by GR / SJ.

Item 11 - Roles & Responsibilities

GR Presented his proposal for clarification of roles and responsibilities.
Clarification guidelines were guides and not fixed
No comments, all approved.

Item 12 - Newsletter

GR Presented his proposal for newsletter and a plan for it to be self funded. All agreed.
AP2: AB/GR/CD to propose a pricing structure for next meeting for approval

Item 13 - Commission Constitution/Policy review

Due to a technical issue with the Zoom connection item 13 was not discussed as such will be moved to the March 2025 meeting.

Item 14 - Easter Budget

It was approved the Easter event budget would be set to £1300.00

Item 15 - AOB

No AOB Raised

There was no further business and the meeting closed at 19:27

Next Trustee meeting - Tuesday 11th March at 14:00 at YMCA

Action Points from this meeting

AP1: KB to contact lowest quote for clarification on costs without insurance, and added value from Newsletter inclusion etc.

AP2: AB/GR/CD to propose a pricing structure for next meeting for approval