

North Stoneham Community Group

Trustee Meeting - 12/11/24

Location:

YMCA Eastleigh

Present:

Sammy Jordan **SJ (Chair)**

Tracey Jones **TJ**

Paula Butcher **PB**

Kirsty Balicao **KB**

Alex Barrett **AB**

Sian Aubrey **SA**

Kathy Grubb **KG**

Lois Rock **LR**

Kat Short **KS**

Apologies:

Gaz Richardson **GR**

Agnes Rock **AR**

Clive Dlima **CD**

Matthew Nowell **MN**

The meeting opened at **13:04**

Item 1 - Welcome & Apologies

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

Item 2 - Minutes from the last meeting

The minutes of the previous meeting in October 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 08/10/24

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.

This action remains open.

AP2 - **SJ** to investigate YMCA discount for volunteers.
This action remains open.

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

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

AP1 - SJ chase Charity Commission for an update on application

Item 4 - Sustainable Stoneham Community Fridge

TJ Gave an update on Community Fridge. There has been an increase in volunteers, with a healthy amount of collection and check volunteers. Two volunteers are joining fridge working group. **TJ** sending out offer to join Fridge/Food working group out to wider volunteer group, with an aim to have first meeting in the new year. **TJ** added we had passed fair share annual check up and they are investigating ASDA pick up volumes.

Item 5 - Sustainable Stoneham Cooking Sessions

TJ gave an update on Community cooking sessions. Very busy month with all new kit for sessions now ordered and thanks to Gaz for managing the process. Now have 5 kits meaning we can accommodate 25 people per session. We have a new booking system now in house with NSCG. Next session is on 8th December with a Christmas theme. **TJ** in talks with **AR** regarding food ordering process via Brakes.

Item 6 - Sustainable Stoneham Community Garden

SJ Thanked **SA/KS** for their update provided via email.

AP2 - TJ/SA to meet in the new year to discuss what the garden can contribute to cooking sessions

Item 7 - Sustainable Stoneham Jumble Sales

SJ briefly covered that the plan is still for Jumbles to return in Feb 2025.

Item 8 - Volunteer Working Group

KG gave an update. Working group focus has been on Christmas and setting up new WhatsApp channels to reach majority of volunteers.

Item 9 - Grants, including proposal to form a Grant Working Group

SJ have a brief update on grants

- NATS grant has come in and **GR** has purchased gazebos and display boards.
- Cooking Session Kits have been purchased with the cooking grant.
- Spitfire wellbeing fund process is ongoing.
- ASDA grants (fridge and Christmas) have come through.

SJ brought up proposal from **GR** regarding setting up a Grant & Fundraising Working Group to be more proactive on grants and data behind the grants. **SJ, GR, TJ, AR and AB** agreed to join the Working Group.

AP3 - GR to arrange setup of Grants and Fundraising Working Group.

Item 10 - Halloween Supper Trail

SJ sent a summary via email of all feedback. Working group to be set up in June/July 2025 to plan next year.

AP4 - Initial meeting to review Halloween Supper Trail and plan for Oct 25, to convene in July 2025.

Item 11 - Remembrance

Very good feedback was received. Approx 160-180 attendees. Big feedback/action point was accessibility - both via gate and terrain. Possible changes for next year.

KB made the suggestion to live stream into YMCA for next year.

Item 12 - Newsletter Delivery

SJ discussed giving residents option to 'opt-out' of the newsletter. All present agreed newsletter is not junk mail and would be posted even if no junk mail signs. It was agreed that prior to the next newsletter delivery, this would be communicated by social media and there would also be an opt-out option in the next newsletter.

AP5 - AB to put together social media posts for opting out of newsletter mail. CD to include in March 2025 newsletter.

Item 13 - Socials

Trustees discussed when socials should be e.g. Friday or Saturday. The steer from the group was that it would be beneficial for socials to alternate between Friday and Saturday each month. The group highlighted that it helps to have a set plan on dates, with reminders a few days before the social.

KG updated Trustees on the next Volunteer social event. The Trustee and Volunteer Winter Family Social will be on 11th January at 6:30pm at YMCA Eastleigh.

Item 14 - Storage offer

SJ discussed a proposal that there are funds available in the Sustainable Stoneham non restricted funds to pay for storage.

AP6 - 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.

Item 15 - WhatsApp Proposal

SJ discussed the use of WhatsApp. **SJ** reminded all that business should happen via email as a primary communication tool. There was a proposal to cease the current WhatsApp chat and replace it with a WhatsApp community, allowing multiple channels to split between business/chat chat, with the potential for future expansion by working groups.

The new WhatsApp community will have a description on each thread to remind what it is for/how to use. The WhatsApp community is for wider discussions and not 1 on 1 conversations. Trustees were reminded to contact people individually in that case, not via the groups.

AP7 - GR to set up new WhatsApp community channel

Item 16 - Code of Conduct/Complaints Procedure, including adoption of updated policies

SJ read out a statement as attached with these minutes. Trustees were asked to send any questions or concerns regarding the statement to **SJ** or **GR**.

AP8 - LR to update date on policies and send to GR/AB to send to all Trustees. AB to update policies on the website.

Item 17 - AOB

SJ discussed Team Talk submissions. She agreed to send these out ahead of the December meeting for Trustees to digest and then discuss in next meeting.

There was no further business and the meeting closed at 1427.

Next Trustee meeting - **18:00, Tuesday 10th December 2024, Online**

Action Points from this meeting

AP1 - **SJ** to chase Charity Commission for an update on application

AP2 - **TJ/SA** to meet in the new year to discuss what the garden can contribute to cooking sessions.

AP3 - **GR** to arrange setup of Grants and Fundraising Working Group.

AP4 - Initial meeting to review Halloween Supper Trail and plan for Oct 25, to convene in July 2025.

AP5 - **AB** to put together social media posts for opting out of newsletter mail. **CD** to include in March 2025 newsletter.

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AP7 - **GR** to set up new WhatsApp community channel

AP8 - **LR** to update date on policies and send to **GR/AB** to send to all Trustees. **AB** to update policies on the website.