

North Stoneham Community Group

Trustee Meeting - 14/01/25

Location:

21 Highwood Avenue & Zoom

Present:

Gaz Richardson **GR (Chair)**

Sammy Jordan **SJ**

Tracey Jones **TJ**

Kirsty Balicao **KB**

Agnes Rock **AR**

Alex Barrett **AB**

Sian Aubrey **SA**

Kathy Grubb **KG**

Lois Rock **LR**

Apologies:

Paula Butcher **PB**

Clive Dlima **CD**

Matthew Nowell **MN**

Kat Short **KS**

The meeting opened at **13:00**

Item 1 - Welcome & Apologies

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

Item 2 - Minutes from the last meeting

The minutes of the previous meeting in December 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.

Actions from meeting on 12/11/24

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

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

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

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.
This action remains open.

Actions from meeting on 10/12/24

AP1 - TJ to send Christmas Wash-up notes to all Trustees.
This action remains open.

AP3 - 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.
This action remains open.

AP4 - Wellbeing Cafe to be added to the February meeting agenda.
This action remains open.

Item 4 - Sustainable Stoneham Community Fridge

TJ Sent around an update before meeting. Fridge working group is working well and keen to develop in 2025.

Item 5 - Sustainable Stoneham Community Garden

SA provided brief update. Meeting with **KS** end of Jan to firm up 2025 plans and will bring them to Feb meeting updates. First garden event 25th Jan 10:30 – 12:30.

Item 6 - Sustainable Stoneham Jumble / Exchange

KB provided brief update. In talks with **MN** regarding first exchange of 2025 and to tie in with either February or March Garden event / plant exchange. AP1: **KB** to check with YMCA on dates and bring plan to next meeting.

Item 7 - Volunteer Working Group

KG provided an update. January social was very well received! Excellent feedback and all agreed value in social events. Well done to **KG, PB, TJ or organising**. AP2: **AB** to work with **PB** to update notice boards with photos from social and include in newsletter.

Item 8 – 2025 Event Plan

GR Shared 2025 event plan. (Attached to minutes) All trustees agreed to dates in principle awaiting the national events e.g. big help out to be confirmed to allow budgets to be agreed.

Item 9 - AGM

AGM needs to be in place by end of March. Agreed to be a standalone (more formal) meeting. A weeknight evening towards end of March. AP3: **GR** to check availability and will email out dates.

Item 10 – 2024 Accounts

AR to be commissioned to formalize 2024 accounts. **AB** to arrange for third party check.

Item 11 - Newsletter

CD – Happy to work on Spring newsletter. Easter is a little later. Deadline of 14th March for content, Delivery due 1st April. **AP4:** GR to send around newsletter content plan.

Item 12 – 2025 Insurance

All agreed a budget of £350. **SJ** to email working group leads to check amounts insured are correct and proceed with the insurance within the budget of £350.

Item 13 – Easter Event Working Group

AP4: **GR** to email out and assemble an Easter Working group. Working group to decide who leads. Agreed to a budget of £500

Item 14 – Team Talk

GR discussed the team talk needs its own meeting. **AP5:** **GR** to email out date availability for first team talk meeting. Group discussed 1 meeting / subject matter per term.

Item 14 - AOB

AP6 - TJ Asked for permission to set up an IT working group to look at IT generally within in the group. Approved by Trustees. **TJ** to set up working group email to assemble group.

AP7: 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.

There was no further business and the meeting closed at 13:59

Next Trustee meeting – **18:00, Tuesday 11th February 2025, Zoom / 21 Highwood Avenue.**

Action Points from this meeting

AP1: KB to check with YMCA on dates and bring plan to next meeting.

AP2: AB to work with **PB** to update notice boards with photos from social and include in newsletter.

AP3: GR to check availability and will email out dates.

AP4: GR to send around newsletter content plan.

AP5: GR to email out date availability for first team talk meeting

AP6 - TJ Asked for permission to set up an IT working group to look at IT generally within in the group. Approved by Trustees. **TJ** to set up working group email to assemble group.

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