**Southsea Green Community Garden Organising Group Minutes11.01.2023**

**In Attendance**

**Steve Baker Chair, Zara Baines Marketing, Goff Gleadle Head Gardener, Peta Sampson**

**Secretary, Beverley Richardson General and John Ashlin from Action Asylum**

**Apologies**

**Jenni Van Wijk General, Thomas Fox General.**

The group was pleased to welcome John, who represents various groups that are interested in contributing to the garden through volunteering.

1. Minutes of the previous meeting agreed.
2. Beverley, supported by Chris has made fantastic progress on the website with the volunteer portal due to go live on 6th February. On the 23rd of January, members of the organising group will be sent login instructions to register for testing purposes. Beverley explained that at this point we could change our domain name (currently southseagreen.uk to be discussed further. Beverley will provide an opportunity tvia the website to direct volunteers to sign up for our newsletter, “Over the Hedge” to ensure we are GDPR compliant. This is also a great chance for us to finally get photos and bios on the site and Jenni has kindly agreed to lead on this and send to Beverley. Jenni has volunteered her partner, Duncan as a photographer so we have professional-looking shots. **ACTION JVW/BR**
3. Following application, volunteers will need to undergo a two-part induction, how the garden works etc and other responsibilities such as safeguarding and fire evacuation. Zara has experience as fire warden and has offered to help with this. It may be useful to have a sub-group to cover off induction thoroughly. **Action: PS to set up working party: PS/ZB/GG/BR + ask John A**
4. Sometimes the garden will need to be closed to the public, when we are conducting the school workshops, for example. With this in mind, and as we start to collaborate with more groups we need to keep records of public availability versus not accessible to the public. Peta to purchase a wall planner to work with the whiteboard we already have in the cabin for ease of monitoring events and groups at a glance. We may be able to bolt on an electronic version for the website which Beverley has agreed to look at later. **ACTION PS/BR**
5. Jenni has finished the generic risk assessment which can be tailored for specific events and resides in the shared drive. H&S folder if anyone needs it.
6. The next edition of “Over the Hedge” is due for emailing early March. Peta and Zara to manage the content etc **ACTION PS/ZB**
7. Funding bids update

Greening Fund, sadly we were not successful for this round of funding but have been invited by Zoe White and Andy Ames, from the panel, to resubmit our application as they loved our concept but would like us to work with another group, Motiv8, who John has links with so with this support from the council, our collaborative bid in March is looking positive. **ACTION SB to move forward with Andy Ames**

1. Gate revamp is delayed due to terrible weather. Jenni is in touch with Terry and Helen and will follow up to reschedule. Tom had suggested a trellis topper for security perhaps we could revisit this idea and perhaps grow some climbers on it. **Action JVW**
2. Goff is doing a series of gardening talks over zoom throughout the year to help maintain interest in the garden and inform would-be gardeners.
3. It was suggested that we investigate the possibility of moving our bank account as our current provider is not meeting expectations. Wessex Community Bank does not offer a current account to organisations, only a deposit account so to give us the freedom of a current account we will expand the search for another provider. Peta will look at the Co-op Bank, who offer new community groups joining an opportunity to apply for funding donation of £1,000. **ACTION PS to report back at next meeting for a vote.**
4. It was agreed that the cabin refurb is increasingly important as better weather approaches and we decide how we want to use it. Jenni has kindly offered to head up a working group to drive this forward. Provisional members of this group are Tom, Mike from Fab Shab, John and his group plus anyone else with building and carpentry skills and an interest in design. **ACTION JVW to drive forward**
5. Although our bank account has a good balance, £7500 is ringfenced for the Harbour School project. In terms of working capital we have £1401 and our plans include, repairing the beds, finishing the gate, and upgrading the cabin so we will need to prioritise and /or look at more fundraising to achieve all these goals. Once we have feedback from the Cabin working group we can make a decision on the order of priorities for the garden as a whole. **ACTION JVW and Cabin working party**
6. Steve to review lease - PS has already sent a copy to SB

**Actions.**

**Jenni 2, 8,11,12**

**Steve 7**

**Zara 6**

**Peta 3,4,6, 10**

**Beverley 2,4**

**Next Meeting:**  Weds 8th Feb 2.00pm @ cabin to discuss potential upgrade and other garden infrastructure priorities.