**Southsea Green Community Garden Organising Group Minutes 08/02/2023**

**In Attendance**

**Zara Baines Marketing, Goff Gleadle Head Gardener, Peta Sampson, Secretary, Tom Fox, General, Beverley Richardson, General, Jenni Van Wijk, General.**

**Apologies**

**Steve Baker, Chair, Sam Hollis, Treasurer**

**Our thanks to Goff Gleadle who chaired the meeting in Steve’s absence.**

1. Minutes of the previous meeting agreed.
2. Beverley and Chris have worked hard to produce a professional website that will go live shortly. Beverley had some handouts explaining the structure and has sent through a test which submits a PDF to the SG email address. Another useful document was circulated that explains what the website team (Chris and Beverley) requires in order to add information to the website. Beverley and Chris to host a webinar to run through the sections of the website. Peta to initiate a google meet session with a working party to sort out the next steps in the induction process for new volunteers. Jenni noted some website inconsistencies to be tidied up. **Action 1: PS to contact WP members PS/ZB/GG/BR/JA to look at the induction process. ACTION 2: BR/CM to invite all to a webinar session and sort out minor inconsistencies as a result of the information being carried over from the old site.**
3. Sometimes the garden will need to be closed to the public, when we are conducting school workshops, for example. We have a wall planner to be used in the revamped cabin and Beverley has added a calendar section to cascade and update information that Zara will use as part of her marketing role. Zara has also kindly confirmed she will update garden opening/closure details on social media. Our gardening club will now be on Thursday from 2-3.30 pm until the Harbour School project is completed at the end of this year. **ACTION BR/ZB**
4. The next edition of “Over the Hedge” is due for despatch in early March. Peta and Zara to manage the content etc. Requests for content are with team members **ACTION PS/ZB**
5. Funding bids update

Greening Fund, **ACTION SB to move forward with Andy Ames and involve Motiv8 via JA**

1. After a very successful session on Saturday, Jenni will Project Manage all Garden improvements including cabin revamp, bed repairs and finalising the gate supported by a team comprising Tom, Mike (Fab SHab) and anyone else she selects who can bring skills to this endeavor. After reviewing our bank balance we have sufficient funds to undertake bed repairs and the cabin refurb and £400 has been allocated to cover this. Terry, who is helping us with the gate is working offshore until April and we agreed this was a lower priority than the cabin and bed repairs and can await his return. Jenni has established that the building in Canoe Lake Park between Cumberland Garden and the Cafe is managed by the Council. Jenni will establish from the contacts Avril & Ted whether we can use space for storage. To make the most of the cabin space and keep costs controlled we are looking at pallet furniture and Goff may have a source who can help with this. **ACTION JVW and team and GG**
2. With cabin clearance well underway, it was agreed that surplus furniture and other items should be offered via the FB page before disposal. Goff to review books for disposal **Action: JVW/ZB/GG**
3. The plans for the area behind the polytunnel are not yet finalised but when we are clearing the cabin obvious rubbish from there and the shed could be disposed of at this time. The council could help and Tony from Permaculture is also willing to help as he has access to men with vans. **Action in JVW’s remit.**
4. As part of the whole garden revamp process and in readiness for the influx of new volunteers, we will need a system to communicate tasks. Jenni and her team, together with Goff will look at a whiteboard and logbook idea to solve this issue and keep volunteers informed. **ACTION: JVW/GG**
5. A late entrant into the arena as a possible bank account provider is Starling Bank, Peta will investigate this alongside the other possibility, the Coop and we will vote at the next meeting. **ACTION PS to report back at the next meeting for a vote.**
6. We agreed to change the monthly opening date to the second Saturday of the month. Action **ZB**
7. Steve to review the lease - PS has already sent a copy to SB

**Actions.**

**Jenni 6,7,8,9**

**Goff 6,7,9**

**Steve 5**

**Zara 3, 4, 7 11**

**Peta 2,4,10**

**Beverley 2,3**

**Next Meeting:**  Weds 8th March 2.00pm @ garden, weather permitting.