

Southsea Green AGM minutes

Saturday 13th May 2023

1. Welcome and apologies

Steve welcomed all to AGM and suggested introductions.

In attendance:

Steve Baker	Chair
Catt Burland	PCC Volunteer Futures- supporting SG.
Beverley	Communications and guiding
Jenni Van Wijk	General member
Sam Hollis	Treasurer
Irene Strange	General member
Zara Baines (attended midway through fundraising segment)	Marketing
John Ashlin	Action Asylum group leader
Helen Piper	General member
Helen Fellows	General member

Apologies:

Goff Gleadle

Head Gardener

Peta Sampson

Secretary

2. Minutes of previous AGM agreed

Prior minutes given in precis'.

- Helen outgoing chair had given report
- Events included 60+ and walk/workshops
- Lots of networking done well.
- £3300 ish in bank last year with insurance due.
- The gate was agreed to be repaired which was a longstanding item.
- Elections, where 2023 was started
- Changes were Carla stepping down, Jenni and Thom as 'General' volunteers. Vanessa was due to step up as garden support although this didn't see fruition.
- Irene expressed pleasure at new group.
- A thankyou to Helen as chair.
- Discussion around Victorious festival.

Unanimously agreed

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3. Year in Review (Chair)

Website:

- Beverley joined, has been a brilliant addition to the organisational team, taking a good hold of the website has been fantastic and it's had a complete upgrade, including enabling volunteers to do their induction online and being less problematic.
- Beverley and Jenni have been working out detailed processes which has been really good, behind the scenes with commitment and consistency, including the walkthrough videos on facebook with garden updates.
- The resources section has educational guides etc. which is due to continue to expand.

Garden:

- Sensory workshops were prevalent in beginning of 2023.
- Fundamental repairs to the gate- which enables it to be used better as a visual tool. To be discussed further.
- Beds are being repaired. Update from John is that Warren is repairing with a chainsaw alongside regular help from Action Asylum group. All agreed is great for the garden and community.
- The cabin refurb is going well, thankyou to Jenni. Michael Birchmore is coming to repair the cabin although this has opened a can of worms.
- Due to housing the cart from Coffee Fresco they've donated some money to say thankyou. Jenni stated PCC have pulled the licence from the cart.
- Sam states the kind offer of CSR (see below) has the stipulation from the lease and rent of the land from PCC that nothing can be permanent in the garden although the wall which belongs to museums and is protected needs to be repaired.
- Sam suggests the prior idea of having mobile and waist height beds could be an option for Vangelis opportunities.
- The garden has been trialling opening one Saturday a month.
- Helen P asks if there is a garden plan for the year- Jenni states that between Beverley, Warren, John and herself there is an online jobs list, which likely needs a shared drive, whiteboards in the cabin to communicate cross groups, and a spreadsheet.
- Helen P asked what the outcome of the gate was, Helen mentioned it was getting rid of the dangerous part. All agreed was a good idea.

Fundraising:

- Steve mentioned there have been talks around appropriate fundraising as per the lease. Catt suggests further links with garden centre.
- Sam suggests an exhibition of art in the garden. Catt suggested Urban Sketchers, Jenni seconds. Steve keen to exhibit art also. Due to fundraising requirements it would be an exhibition (charge entry?) but artists could donate to the garden to show and or 'customers' could purchase via an external route.
- Steve stated the garden is signed up to Portsmouth Lottery but is difficult to promote. In order to earn money need to push ticket sales. Irene has offered to swap her commitments on the lottery.
- Steve states currently receiving money from Hampshire Isle of Wight (HIOW) community

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fund for work with Harbour School. Irene mentioned she has seen this online. This has been running for one year and is fundamental to the garden. The project and subsequent funding has paid for the insurance and should provide a surplus of possibly £1000's which shows the garden can generate it's own income.

- With regards to fundraising and workshops which have been externally funded, Zara asked how much is leftover for Southsea Green excluding paid for artists etc, Steve states anything which is left over from expenses as per the bids.
- The Money Barn activities (see below) are appreciated by funders. Money Barn is a local investment branch part of 'Vangelis' which is an international hedge-fund who provide Corporate Social Responsibility (CSR)- this means their company has funds and volunteers to support social projects.
- There is £400 left from the Co-Op funding for workshops.
- Zara requests to see the finance print-outs, Sam states all documents are available via a secure Google drive, anyone wishing to see the finance documents just needs to request. Most members already have been sent invites.
- There will need to be discussion around funds for repair of the gate, need to think of investment opportunities for the future.

Activity and Engagement:

- Steve stated the relationship with Action Asylum helps to define the purpose of the garden. Helen P agreed it helps to reconnect the garden to it's community roots.
- John gave an example of a Punjabi man from Afghanistan who lost family and suffers with depression and PTSD 'bounces' out of his hotel when he is due to attend the garden, attending the garden has had a great impact on his wellbeing. Steve states that telling stories within context of the garden's impact on individuals is the right thing, including impact statements for funders.
- Some know Clair from Seekers and is also supporting Harbour School. It's been very challenging due to staff turnover and the prior year had been a baptism of fire, the young people have been outside of school for 12 weeks and are seeking to spend 5 days at the garden which has been helping to get them back into education, including gaining an AQA accredited volunteer qualification, which has all been a big learning curve. Lots of inspirational stories.
- Steve updates on Money Barn- two activities have been the giant doodle blinds, and Pizza Tasting- which has young people tasting ingredients and working out costs and budget. In order to get the young people to participate Coca Cola and Revels sweets have also been on offer as part of the activity. 8 (all) young people came, were engaged in all activities, and some did the Braille Trail which was in the room also. The same time last year was more like a warzone! The next activity will be bringing the young people to the garden. Steve took veg grown at the garden and showed it to the young people (aged 12-16, secondary age).
- Andy from Hampshire Isle of Wight Wildlife Trust (HIOWWT) is a firm connection at the garden and is spending more time there.
- Jenni states that the Co-Op funding made lots of work, lots of workshops from July-October '22.
- Steve states Youtrust are seeking to borrow gardening tools from the garden for 'Wilder

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Eastney'.

- Beverley is hosting induction groups (including Safeguarding training from Catt/PCC) of volunteers and then filtering them to Peta.

Communications:

- The newsletter which is curated by Zara, Beverley, and Jenni is happening and regular.
- Jenni states word is getting out, people are getting used to attending workshops again. Goff did an online talk, which all agreed was a good idea and helps promote to potential new volunteers.
- The Youtube channel has been building, Goff and Beverley have given History of Roses and Sensory Garden talks which have been lovely to do.
- Steve states everyone has contributed and thank you to all, all in all a successful year.

4. Presentation of Financial reports (Sam)

- In brief Sam states he tries to make payment when asked for funds.
- At the moment Sam's computer is broken so is using phone to access documents.
- Insurance is still due to be paid at £80 which will leave the bank balance at around £7000.
- It is agreed by the members not to renew the Zoom licence as Google meet is going well. Only need to pay for Google meet for Business use which is if there are 50+ people in a meeting.

Co-Op:

The Co-Op money came in two chunks, which equalled £4000 in total.

Not all of the Co-Op money has been spent, before the 2nd payment there was £1300 total

HIOWCT:

The Grow project had £7000, spent £1500, still got £7100 in the bank.

- 2 unknown payments were made into the bank under 'Client Deposits'.
- Sam requests petty cash be left for things like drinks, instead of being banked and withdrawn via accounts.
- Beverley stated she had moved a big jar of coins for the raffle into the childrens area which then disappeared, Jenni stated she had banked it. Steve suggested to discuss petty cash procedure at a later date.
- Discussion around bids, expenditure, and money left over. Steve explains bids are informal and can hold a small reserve. For example £5000 achieved from external funding would cover hours and insurances, it would be budgeted to be spent as per the bid, and some might be left over.
- Sam states at present the current balance in the Southsea Green pot is £1734.20.
- Steve states 1/3 of the Harbour School project is done, which equalled £7,700 in funding, which means £7000 is left. Once the project is divided by 3, there should be £1000 left over for Southsea Green's pot.
- Helen asked what the Co-Op money has been spent on, maintenance? Steve stated £80 has been spent on wood beds (the agreed repairs).
- Helen P as a qualified accountant suggests the group needs a profit and loss account/document, Sam states this can be on Google docs.
- Steve suggests going forward to develop more robust financial systems.

5. The year ahead - Get involved

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Summer Fete 29/7 -

- The summer fete has a smaller sub-group which anyone can be involved with, the more the merrier to make it an event to enjoy and remember.
- The fete is hoping to evolve beyond the gates and boundaries of the garden, to be more visible.
- Waiting on PCC events go-ahead.
- Beverley thanks Steve for organising the committee meets, Helen P states it's helpful for him to steer the ship, Zara thirds that it's been helpful.
- All agree Peta is amazing as has been working closely with Steve on both Southsea Green and Seekers as a volunteer and Helen states wishes had a Peta when was chair. Beverley also maintains strong communications with Peta also.
- Steve gives a word on the importance of finding balance as volunteers, and states Goff is also brilliant. Directs conversation back to fete.
- Jenni states once approval is given from PCC it will be all hands on deck, at present everything is on hold.
- Steve states there are two and a half months till the proposed event date, and are hoping to receive confirmation in a 2 week window from submission.
- Irene states is happy to read poems etc, one recently has been re-enacted at Havant Theatre, and has received congratulatory emails, thanks and congratulates garden.
- Steve would like to do art for the fete, Irene asks if he is linked with the Cathedral Art group. Could this be a promotional opportunity for the garden and art?
- Catt suggests can help with structural plan for general events, including where to source gazebos, what needs to be bought vs loaned going forward (a funding bid?), and storage of items.
- Irene asks if there are tables already, Steve states they need improvement. It was asked if Victorious might loan their retail sheds which are stored at Avenue de Caen, Catt states this is highly unlikely due to the equipment needed to move them, licences for said equipment, likely road closures etc. High risk to public.

Open session for ideas

- Steve states it would be great to have lots of crafts and organisations involved both at the fete and going forward.
- Jenni suggests Josh Jones videographer to be invited to volunteer to film consistent and regular videos for website and social media.
- Helen suggests the content of educational resource needs careful organising as there's a lot of info.
- Catt asks if Andy from HIOWWT has a Wilder map to be included on (Seekers Wilding trail?)- ideally would have signs signposting to Southsea Green areas where SG is supporting ie. Eastney.
- Sam has asked if the garden can take more responsibility for trees and park area outside, has had confirmation from PCC gardening supervisors that it would be welcomed, others suggest there is more to do in the garden but Sam hopes to always have activity on offer in case of not having appropriate garden activity.

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- Sam asks if can get more chippings for garden if agreed by all. Bob is a arborist who can deliver and this would be a good job for ie. Action Asylum group. It is agreed Thursdays are a good day for delivery so the chips aren't left outside too long.
- Zara asks if people are using the garden for activities, can they charge. Zara knows multiple people who would love to use the garden to host activities. Steve suggests a donation shared to the garden might be workable. Sam states there can be no profits made from external holders as per lease, Steve states SG cannot be a shop, only host one-off events. There's likely a need for public liability insurance from external activity holders. Catt suggests if external funding was applied for with a specific stipulation to pay artists this could be a workaround.
- Irene expressed concern the AGM agenda needs to be reworked as the elections should happen first at the beginning of the meeting in accordance with Registered Association guidelines which the Garden affiliates itself with and is declared to the public as. Refers to a lack of constitution, Steve states has a copy to hand. Irene is conscious that the land is PCC's and needs to adhere to a specific name and association as per agreement with PCC.

6. Elections (voting members)

- **Chair Steve**
- **Secretary Peta**
- **Finance Sam**
- **Up to 5 other members**
 - **Goff Head Gardener**
 - **Beverley IT/Tours**
 - **Zara Marketing**
 - **Jenni General**
- Sam makes a motion that if all are standing for re-election and there are no contenders that it be agreed that the committee remains the same, bar Thom standing down as a general volunteer and becoming an ad-hoc member, no-one else is moving.
- It has been noted that the hierarchy of the committee is displayed on the website.
- All standing for re-election proposed and seconded by multiple members.
- Irene states to continue as a dedicated member but not on the committee.
- Steve states there is still a vacancy for a Volunteer Garden Co-ordinator. Catt is seeking to promote alongside SG and Peta who are also promoting.

7. AOB

- John, Helen and Helen P have left at this point.
- Beverley and Goff have been loving the community growing space.
- Alice Hume artist having a bed to grow materials has led to more volunteer sign ups via the website.
- Steve states that there is another bid in progress which includes Chat Over Chai (over 50's group) and Dynamite (learning disability social/advocacy club)
- Jenni has got a new job as a volunteer co-ordinator for a local charity partly due to her work with SG.

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- Brief discussion around changing the garden from an association to a charitable organisation. Sam states this would need the Treasurer to hold an Accounting qualification, Helen P states she has one, although overall feeling that at present focus is best placed with ie. volunteer recruitment and a conversation for another day. Catt states it is a lot of work effort and paperwork as Gosport Community Allotment had a very big discussion around this themselves recently (possibly can send meeting minutes/report).
- Sam would like to change the Bank to Co-op or other for better accessibility. Steve and Peta can help with this.

8. Closing

Overall have achieved a lot this past year and have grown, all are very dedicated. Going at volunteers speed as a voluntary organisation.

Steve suggests at present everyone is happy and casual ready to receive volunteers.)

Action	Who
Link SG to new garden centre manager	Catt/Steve
Connect with Urban Sketchers?	Catt/Steve/Jenni
Promote lottery (gently, softly)	All
Discuss gate at a later date	All
Quote/report from Michael Birchmore re. what's likely needed in cabin	Jenni
Investigate museum wall repair	Steve/Peta/Catt
Discuss mobile beds and Vangelis options	Steve/Peta/Goff/Sam
Pay insurance	Sam
Re-send Google drive invite	Sam
Organise gate discussion	Steve/Peta
Engage with Bob around delivery and distribution of woodchippings	Sam/John
Organise discussion around petty cash storage and financial systems including profit/loss documents	Steve/Peta/Sam/Helen P/Catt (?)
Map out/revisit association structure	Steve/Peta/Catt/Irene
Sound out potential garden users for activities	Zara