**Southsea Green Community Garden Organising Group Minutes 24.08.2022**

**In Attendance**

**Steve Baker Chair, Zara Baines Marketing, Jenni Van Wijk General, Goff Gleadle Head Gardener, Beverley Richardson General, Peta Sampson Secretary, Helen Fellows**

**Apologies; Thomas Fox General**

1. Minutes of the previous meeting agreed by the GOG with one exception to be rectified here. Previous minutes point 8, Jenni and Zara met initially to plan activities. Goff and Beverley are involved in the upcoming second stage of implementation. It was agreed that Steve, as chair, will review all minutes before they are released.

Feedback on actions provided below

1. The majority of GOG have completed the volunteer registration form with Helen and Jenni to complete theirs shortly. The form is to be rolled out to the volunteers' Facebook group. Plan to change the name of this Facebook group to “Friends of” SGCG moving forward.
2. Carried over, Plan to introduce QR code for the gate to refer potential volunteers and record and track attendance at the garden are to be developed in the short term. **Action: SB**
3. Beverley has completed her website audit and made recommendations for improvements and to eliminate malware. Steve to discuss this and website hosting with Chris Mac with Beverley retaining involvement and working with Chris. **Action: SB**
4. Carried over, Goff and garden-facing members of the GOG to conduct a garden induction together to ensure consistency of message. **Action GG and other interested GOG members.**
5. Carried over, Some short videos to be produced for the website/hub to engage new volunteers. Beverley suggested webinars could be used in the medium term. May be conducted in a Q&A format. **Action. ZB, BR**
6. Steve’s meeting with Chris Richards took place and was successful. The lease has still to be signed and Chris R will send it to Steve. They discussed opportunities to work together including the Skatepark and perhaps collaborating in some way on the Youth Investment Fund. **Action: SB**
7. Jenni and Zara have produced a plan to implement using the final funding from the Co-op. The project, The Sensory Garden, will focus on the tastes, sounds, and ambiance of the garden with a series of around 8 workshops. GOG happy to move forward with these exciting workshop plans. **Action JWV, ZB**.
8. Over the last couple of years, there has been a 2-tier rate for payment for talks and workshops depending on length. The GOG discussion centred around the fact that this does not allow for setup/take down time or purchase of materials. Whilst any payment will always need to track back to the original funding bid for budgeting, the talk/workshop payment will be a flat £50 for these workshops. Zara and Jenni will work on the plan at the garden to allow the gate to be open more frequently. **Action JVW, ZB**
9. Beverley and Steve are working on a project involving the hospital where Beverley will deliver garden tours for this specific group. **Action, BR,SB**
10. Carried forward, Tom could label plants to highlight specific properties. **Action TF**
11. The gate is now in urgent need of repair, structurally and cosmetically. Idea to launch a drive to fund the gate will take considerable time to implement and manage so in the meantime other options are to be explored. Helen may know of contact so she will check back through previous meeting notes. Other ideas involve a discussion with Clair from Seekers who manages a building company. **Action: SB**
12. Lone working in the garden, the Walkie Talkie idea was felt to be the best option in an emergency, in the meantime, Flo has provided her mobile number to share with volunteers. This and the procedure for use are to be communicated to volunteers **Action JVW**
13. Steve to continue to forge links with organisations and our neighbours to identify opportunities to collaborate. **Action SB**
14. Funding bids update

Co-op 2023 awaiting outcome we will be notified in October 2022

HIWCF Moneybarn We have been shortlisted and are through to round 2 with our final thoughts to be submitted by the end of September and notification in November. Work on this stage of the bid is ongoing.

Selco have a pot of £500 to award monthly for building projects we have submitted a bid that, if successful, could be used for the gate.

1. Carried forward. With funds potentially arriving from different sources, we will need to ensure we have the mechanism to record expenditure against the budget by the funder. Steve to discuss this with Sam. **Action SB**
2. The volunteer registration via the hub will require everyone currently on the FB group (c50) to register and from this, we will be able to see what skills we, as a group, have access to and may lead to opportunities for upskilling. ZB to publicise and follow up as necessary to clean the current virtual list. A skills audit will lead to a call for action to solve specific problems such as the gate. **Action, ZB**
3. Helen and Jenni both have access to names that have been signed up previously we need to decide how and when to contact these people to seek GDPR permissions. **Action JVW, HF**
4. We still need to fill some vacancies on the GOG, the skills audit may help with this. Helen mentioned a poster that has worked well in the past which she will locate for use. **Action HF**
5. Upskilling was mentioned as something we could offer volunteers as a thank-you for their time when performing voluntary tasks. Zara would value some help with social media and Jenni has a contact that she will approach. Helen also has a contact that we could use as a backup. **Action JVW, ZB (HF)**
6. Raising awareness and the profile of the garden was cited as important for community growth. Idea to encourage volunteers to post their visits on Facebook and update what they have achieved at the garden. Goff and Tom do this already so would be great to have more of this either from the volunteer themselves or sent onto Zara for posting. Need a strategy to move this forward.
7. Peta to investigate Mad Mimi a communication newsletter template to which we already have access. **Action PS**
8. Victorious is this weekend, final preparations are in place. Goff and Peta will organise the setup on Friday. The GOG has decided that to raise awareness of the garden and engage potential volunteers we will hold a prize draw for a Wild Thyme voucher of £25. Victorious volunteers are to be advised to highlight this at the festival via the QR code, or for those without phone or internet access a paper form to be completed.

**Actions.**

**Jenni 2,8,9, 13, 18, 20**

**Steve 3, 4,7, 10, 12, 14, 16**

**Helen 2, 18, 19, 20**

**Goff 2, 5**

**Zara 6, 8,9, 17, 20**

**Beverley 6, 10**

**Thomas 11**

**Peta 22**

**Next meeting Tuesday, Sept 20th @6.30 at the garden.**