**Southsea Green Community Garden Organising Group Minutes 20.09.2022**

**In Attendance**

**Steve Baker Chair, Zara Baines Marketing, Jenni Van Wijk General, Goff Gleadle Head Gardener, Peta Sampson Secretary, Thomas Fox General**

**Apologies: Helen Fellows General**

1. Minutes of the previous meeting agreed.
2. The GOG has all registered on the volunteer hub. Registering status of other volunteers is to be accessed and reported back on at the next meeting so any necessary remedial action can be taken. **Action PS**
3. 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**
4. 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**
5. It was agreed that a filmed induction added to the volunteer hub would be beneficial. **Action ZB,JVW,GG**
6. 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**
7. Jenni and Zara updated the group on the plans for spending the remaining Co-op funding which sounds great. As well as workshops, there will be an open day on Sunday 9th October. Offers of help were received from Goff, Thomas and Steve to support at the event. Workshops and open day are currently being publicised. Jenni to approach individuals to organise a raffle and Irene to do a book signing. Steve has a list of contact to be invited. **Action ZB, JVW**
8. It was agreed that we will aim to reinstate opening the garden on the first Saturday of each month. Zara to publicise. **Action ZB**
9. Helen will produce a labeled map of the garden beds. **Action HF**
10. General risk assessment to be put into place which will cover the group for most events with supplementary assessments regarding event specifics to be put into place on an ad hoc basis. Jenni will review General garden Risk assessment and circulate it for comment. **Action. JVW**
11. Over 60s day taking place on Saturday 8th October with Goff and Thomas offering to support at the event.
12. Carried over, Beverley and Steve are working on a project involving the hospital where Beverley will deliver garden tours for this specific group. **Action, BR, SB**
13. Carried forward, Tom could label plants to highlight specific properties. **Action TF**
14. The gate is becoming increasingly dangerous. As a result of Facebook postings by Zara, Michael (Makers Guild) has come forward and has diagnosed what needs to happen. Ultimately, the gate will have to be replaced, while we look for funding opportunities and speak to the Council it was agreed we would spend what is necessary to make the gate safe, Awaiting a response with costs and dates from Micheal.
15. Lone working policy discussed, currently all planned events will involve multiple volunteers so no immediate urgency. Anyone visiting the garden solo is advised to lock the gate behind them.
16. Funding bids update

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

HIWCF Moneybarn is to be submitted on 23rd October currently on target with notification in November.

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. Nothing heard yet.

1. Jenni passed her workshop attendance lists to Peta who will add to and review our current communications tool, Mad Mimi. Peta and Zara will work on this together. **Action ZB, PS**
2. Helen sent through the recruitment poster used successfully in the past. The group agreed that in order to recruit and retain new volunteers we need the additional capacity that a Volunteer Co-ordinator would provide. It was agreed we would concentrate on recruiting for this volunteer position before embarking on a more general recruitment drive led by a volunteer coordinator. Peta, with input from Zara will draft something for Facebook groups to see if we can fill this volunteer vacancy. **Action PS, ZB**
3. Jenni is following up with leads regarding marketing upskilling for the GOG. **Action JVW**
4. Following the recent need to develop a more robust Child Safeguarding Policy, Peta has identified training in this area that is free to volunteers and charities. She has circulated this information to allow anyone interested to follow up.
5. Carried forward 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.

**Actions.**

**Jenni 5, 7, 10, 19**

**Steve 3,4, 12**

**Helen 9**

**Goff 5**

**Zara 5,6, 7, 8, 17, 18**

**Beverley 6, 12**

**Thomas 13**

**Peta 2,17, 18**

**Next meeting Tuesday 18th @ 1.00pm. Venue tbc**