

Southsea Green Community Garden Organising Group Minutes 09/03/2023

In Attendance Steve Baker Chair, Zara Baines Marketing, Goff Gleadle Head Gardener, Peta Sampson, Secretary, Beverley Richardson, General

Apologies Jenni Van Wijk, General, Tom Fox, General

- 1) Minutes of the previous meeting agreed.
- 2) The meeting thanked Beverley for her amazing work on the new website which although usable now, will be fully completed and finished in the next month or so. There is an archive and resources section. Photo permissions discussed and to be added to the site. Beverley is keen to do some video blogging (vlogging) and we look forward to seeing the results on the website soon. New volunteers will get a walk through vlog and there will be a tips section from Goff too. **ACTION BR/SB**
- 3) The next edition of "Over the Hedge" is ready for distribution in the next few days. **ACTION; ZB/PS**
- 4) Funding bids update

Greening Fund, Currently on hold. **ACTION SB to move forward with Andy Ames and involve Motiv8**

Asda Fund This fund is to improve buildings so we are looking to upgrade the cabin structurally but there are hurdles, we need to get an Asda community champion to endorse our bid and only one endorsement is allowed per store. Additionally this is a match funding bid so we need to find other funding sources as well to be considered. Work ongoing.

Wessex bank Jenni will apply for this and it is to pay a volunteer to be at the garden, open the gate and welcome potential volunteers.

In order to ensure we are spending our time wisely when pitching ideas for bids, going forward we plan to identify bids that are for a minimum of £1,000, match with our goals and we feel we have a reasonable chance of winning. Peta will identify a list of possible bids as "low hanging fruit" and we will have a more structured approach to bidding by prioritising these.

- 5) We still have items in the cabin to be disposed of. Steve will ask Artspace if they can use the glass cabinets we were gifted. Jenni has made contact with the owners of the building to the left of the garden (on approach) and we can use some of this space for storage. Jenni, as cabin works project manager, will arrange this with them when we are ready. As part of the whole cabin revamp process we received a quote from Mike and Gavin at Fab Shab to conduct remedial work. The Org group agreed on ringfencing £400 to cover this. **ACTION JWV to manage process**
- 6) The org group agreed to ringfence £60 for wood to mend the beds and Tom has kindly agreed to do this in the better weather. **ACTION TF**
- 7) Lots of new and useful contacts are being and have been made at the council and other places. Zara has offered to compile a list for the shared drive so everyone can access contact details. **ACTION ZB**
- 8) Zara raised the issue of getting more people to the garden and suggested workshops and talks (funded or unfunded) . It was agreed it would be good to promote this once the cabin has been repaired and there is better weather. Zara offered to lead on this. **ACTION ZB**
- 9) This year marks 12 years at the garden and it was suggested we have a big event during the summer to celebrate and fundraise. - to be discussed at the next meeting.
- 10) The new volunteer induction process is nearing completion. Peta presented the two-stage

process to the group. Anyone keen to learn to deliver stage 1, the garden tour, is advised to join a tour with Goff, Beverley or Tom. There is a formal prompt list to follow (stage 1). Peta will deliver the proposed content of the second stage (safeguarding etc) via "google meet" to the Organising group and Warren as a trial run so we can identify any glitches to be rectified. It is envisaged that the induction process will be managed by a volunteer administrator when one is appointed.

- 11) We discussed communication of jobs to the volunteers and although some tasks can be communicated via the whiteboard or book idea discussed at the last meeting more technical tasks need to be taught. Goff will establish a gardening group where these skills are transferred and additionally will work with the other more advanced volunteers to create a group of skilled gardeners who can also teach beginners easing the pressure on his time.

ACTION: GG

- 12) It often falls to Goff to deal with public requests and whilst he enjoys this it would be good to have others available to do this. The soon to be established senior garden group mentioned in point 11 can assist with this function and ease pressure. The group recognised Goff's hard work in this area and thanked him.

- 13) We want free banking facilities for our business account. It seems like most banks will only offer this facility to CIC's, Co-ops or Charities so we do not qualify currently. If we change our status these accounts will be available to us - for further discussion. In the meantime, Steve and Peta are to be added as signatories to the Nat West account. **ACTION: PS**

- 14) Jenni highlighted that we need an official procedure for signing off on financial matters related to the garden. It was agreed that anyone requiring sign off for expenditure should email the group with the outline cost and brief proposal so this can be added to the agenda for the next Org group meeting to discuss and agree. The maximum time for sign off would therefore be a 4 week period and the sign-off recorded in the minutes.

Actions.

Jenni 5

Goff 11

Steve 2

Zara 3, 7, 8

Peta 3, 13

Beverley 2

Tom 6

Next Meeting: Weds 5th April @ 2.00pm @ garden or Cafe Fresco