**Southsea Green Organising Group Mins 22.11.2023.**

**Present (Voting members)**

Jenni Van Wijk, Goff Gleadle, Beverley Richardson, Zara Baines,

**Steve Baker: Chair, Peta Sampson: Secretary (4 is quorate)**

**Also present:** Wing Chan, Clair Martin

**Apologies** All attended

Minutes of previous meeting agreed

**Matters arising from previous minutes**

1. Moneybarn Funded project drawing to a close and final accounts show there is an underspend of £465 and we will liaise with HIWCF re keeping these funds for future projects.
2. Allocated plots to be recovered for community use from those who are not observing the terms of their agreement. **Peta to write for Steve to send.**
3. Constitution to be reviewed for clarity and recirculated. **Jenni to review and send to Steve so it can be relaunched in spring.**
4. Beverley has amended volunteer sign-up documents from the website to allow them to opt in for newsletter mailings. **Zara and Bev to look at a mechanism to ensure those who opt in are transferred to mailing list.**
5. Our thanks to Jenni for arranging for the rubbish to be cleared.

**Housekeeping**

Gas cylinders, coffee, tea and other refreshments in the cabin should be replaced before they run out. Please keep the organising group informed as we can reimburse for supplies purchased.

**Finance**

Samuel Hollis has resigned as treasurer and a replacement has been found in Wing Chan. Wing is an Accountant who some of the group have already worked with on other projects.

Wing introduced himself to the group and explained his qualification to perform the task of treasurer.

Proposed by Steve Baker (Chair) and seconded by Peta Sampson (Secretary) the motion to elect Wing Chan as treasurer was carried unanimously.

Our banking arrangements are with Nat West and there are currently 3 signatories for the account: Samuel Hollis, Carla Read and Goff Gleadle.

It is proposed that we remove Samuel and Carla from the account and add additional signatories as follows:

Goff Gleadle (remains as signatory)

Wing Chan (Treasurer)

Steve Baker (Chair)

Peta Sampson (Secretary)

The organising group agreed that these changes to the account should take place asap. Steve will progress this action with Nat West.

**Projects**

Co-op bid won funding won for 2024/2025 -currently we need to promote this with our volunteers and friends so they can select our cause on line when they shop. Currently our total stands at £32. **Zara and Peta to meet with our member pioneers to progress.**

Greening fund, applying and likely to be successful

Harbour School's present programme will end in December. Applied for renewal of funding for 2024 awaiting outcome of bid.

Partnership Foundation

Once we confirm we are in receipt of the funds we can make plans for the project. Beverley will work with the asylum seekers to develop a plant labelling programme.

CIL: Jenni to progress with councilors to fund repairs for cabin/gate. Quotes for repairs to be sought.

**Cabin Revamp.**

Our thanks to Jenni for her work ensuring that the work on the cabin progresses. Much of the contents has been cleared and we are heading towards a total clearance to allow remedials works to take place.

Quotes to be sought for replastering and also gate which will be needed for CIL Funding.

Heater is working which make the cabin more accessible for winter activities.

Peta will sort through remaining paperwork to keep relevant document so we can establish a secure filing system for documents.

We have a couple of sewing machines and it is hoped we can link up with crafter to make lavender bags. Need to test that our solar power is sufficient to run these machines. May need to clean panels. **Jenni will discuss with Clair Seek at Repair Cafe to see how we might work together.**

Zara to contact a window cleaner. Jenni to progress repair for the shutters.

**Volunteer Positions**

Catt Burland, PCC, continues to send through volunteers and Zara will ask her to liaise directly with Beverley.

We have an opportunity to advertise at the Hive and it was agreed that we need more garden support, someone who is already a gardener but would be interested in teaching other people. **Peta to write a basic job description for the site to be agreed at the next meeting.**

**Sat Opening**

The group agreed that our 2nd Saturday of the month opening should be put on hold during the Winter months. We will review this policy in Spring.

**Gate Repairs**

Aiming to combine this with CIL funding for cabin. Jenni will progress. Steve thought we might be able to get support from local businesses to sponsor repairs.

**Systems and Processes**

Inactive/lapsed volunteers are removed from comms network.

Online talks programme recommended for spring 2024. We would require an active zoom account and Wing has kindly agreed we can use his. **Zara /Goff to progress.**

Need articles for blog on website, publicity needed to encourage more people to contribute

Wing and Clair to be added to internal comms networks.

Content from old website to be recovered. **Bev to progress**

**AOB**

Jenni has reached out to her contact at Fat Face who have a corporate responsibility programme who may send a group of volunteers to work at the garden for a day.

Group to consider holding some of the winter meetings on line.

**Next meeting late Jan 2024.**