

## **Meeting of Interim Management Group (IMG) Date: 26th July 2018**

Present: Graham, Sue, Goff, Carla, Jean, Lis, Zara, Peta

Apologies: Chris, Vik, Sarah

Minutes of the previous meeting agreed.

### **Gra reported on the finance situation**

Solent All Stars, total funds 3.5K, the majority of this is accounted for in the job budget

Tesco Greenfingers, funds managed by ECC and going to plan

AWA Skillshops 2, project has recently been launched and is on budget to date

Partnership Mapping, £500 received with balance of £155 left

Garden funds, £22.08. With some upcoming commitments to be paid, rodent control, PL insurance etc, the balance of the venue receipts from skillshops 2 will help to cover these costs to be ring fenced. It was added that we could do some easy fundraising with our ploholders and friends and visitors, for the garden too. ie Fish and chip suppers; plant swaps, holiday activities etc...

### **Stakeholders**

Our lease with PCC is still continuing on a rolling month-by-month basis. Sue is meeting Steve Bailey in August.

Legal/Insurance

Gra reported that our insurance for this fiscal is with Zurich and costs were met by Greenfingers Project where they were budgeted.

### **Local Liaisons**

We have been attending meetings at Canoe Lake Leisure, and as a voluntary organisation receive benefits from doing so in terms of security, signage, etc, which we receive for free.

As a collective, we plan to enter SE in Bloom and will contribute in this manner

### **Funding Opportunities**

Gra reported that since our inception just over seven years ago we have been responsible for bringing money into the city. Our ethos, as an organisation, remains unchanged. To simplify our finances and bureaucracy we are in the process of transitioning from our structure of Co-op to an association, or similar. This is likely to have an impact on funding opportunities going forward.

**Action: Carla to look at funding opportunities available for associations**

### **Operation Reviews**

All Stars, project nearing completion

**Action: Team to meet and Peta to produce a final report/evaluation**

Skillshops 2, Peta reported that a meeting with Food Partnership seeking to involve them in the project had been well received and plans now in place to deliver workshops at Treadgolds focusing on growing and nutrition

Peta and Gra to meet to discuss strategy to ensure we meet our target audience for this project using outreach techniques, such as leafleting, etc

Garden, there are issues around communications and plot allocation which are causing frustration. This will be ameliorated by a new system to allocate available plots. Applicants without growing spaces to be given priority and following a selection process (application form available at southseagreen.uk) plots can be allocated at the monthly garden meeting.

**Action: Gra/Jean to allocate plots**

Gate security, there have been further issues with main gate access due to problems with the gate lock. Discussion did not produce an agreed way forward as combination locks (we are on our 3rd) are not ideal as the number can sometimes be inadvertently changing causing a lock-in. **Carla has suggested a lock masterclass at the monthly garden meeting**

Sue offered a lock with 4 keys as a trial option for using a key-lock for the time being if gardeners would prefer. Goff and Lisa pointed out that a key lock is what most Allotment associations use with each plot-holder paying for the cost of a key and handing it back if they cease to use their plot.. This would also help with security ie who has access to the garden. **Action - an early discussion possibly via facebook group and email to agree the most popular option.**

Other solutions to be sought, in the meantime the garden can be accessed via the side gate, through Greens garden area. The key has been hidden under the lid of the burner and must be returned there when gardeners depart. (It has been suggested that Greens would not be happy with this arrangement longterm because of security risks.

Goff suggested welding the lock in place so accidental code alteration can be eliminated or another possibility could be a padlock and key with members being given a key on joining which should be returned when they leave. Any lost keys to be replaced by the loser at their own cost.

**Action: Costs to be sought for welding idea and key lock to be priced up for further discussion.**

**Volunteer for this please**

Rodent clean up, this is our responsibility including following recommendations by Pest control team at PCC to repair cabin breaches. The report from the pest control Officer is available with the minutes. Discussion that was not the job of any one person to clean up and that also the end of the cabin need to be checked and holes eliminated. We also need to develop the shared workspace we agreed in January for Skillshops and other shared activities, which will be possible post clean up.

**Action: Peta to contact Green and Clean team to get a price for removal/clean up.**

**Action: Sue to contact Canoe Lake Leisure to ask whether their handyman could help with this in exchange for some storage space in the cabin.**

## **AOB**

Victorious, Lis has kindly agreed to manage this event. Tickets are limited to 5 per day this year. It was suggested that priority be given to the Solent Allstars (Catch 22 young people), who have been raising funds for local causes and any spare places, offered to others via our shared page. Those interested to be asked to submit their idea for an activity and winning ideas to be selected “from a hat” to ensure fairness and if selected must be prepared to work with terms and conditions to ensure we fulfil our commitments to the festival organisers, and the rest of our showteam.

**Action: Lis to post on facebook page and contact Vik and Sarah ref: The Allstars option to attend.**

**Action: Gra will send the relevant paperwork to FCA by the end of July deadline.**

Meeting of IMG frequency decided as every other month

Opportunity to link with Old Portsmouth WI

**Action: Peta to follow up and report back**

Review of association members to take place, Plot holders to all sign the garden agreement, some have not yet completed this. If we issues keys to a new gate lock, this can be dependent on the agreement being signed and plots kept in good order.

**Action: Carla to follow up with Jean and Gra**

Volunteer required to audit equipment and facilities at the garden and provide a shopping list, eg, new first aid kit.

**Action:**

**Volunteer required**

**Next meeting Thursday 20th September at 6:00pm, venue TBC**

**Notes of previous Interim Management Meeting in June - for info and chasing those still to do**

Notice board to be updated regularly with what's on – or a separate calendar of events to be created so people can see what's on and when we will be open, at a glance.

**Action: Vic offered to make some blank flyers**

**Role of the IMG/Monthly garden meeting**

The IMG is made up of members and elected officers and exists to oversee decisions made on all SG business including the funded projects and the community garden. It also exists to manage finances; provide a link for the council and other groups; and in managing the principles of SG..

The monthly garden meeting is open to all with plots, or garden volunteers and is an opportunity for gardeners to come together to exchange ideas and agree tasks. Its role is to make decisions on the day-to-day running of the garden.

## **Get Togethers**

An AGM was discussed, but tabled for the time being. Suggestion to hold a meeting/social event, possibly in the evening and with food, as a social opportunity for volunteers and plot holders as some are unable to make the current 1st Saturday of the month Get togethers in the garden.

Suggestion to delay the monthly garden meeting until later in the day to make the meeting more accessible to more people.

## **Victorious**

**Action: Gra and Lisa to discuss whether to go ahead with plans to attend for 2018**

## **Decision making**

It was noted there had been some tensions between plot holders and the IMG concerning the way that decisions are made. The IMG will continue to make decisions regarding strategy and policy as agreed with PCC, January 2018. It was suggested that a majority vote in person at garden meetings, with a reasonable time for people to respond to texts/emails/facebook posts should they be absent, be used to make decisions about the garden and its processes, and possibly a suggestion box for ideas. Chris has developed an online form for new gardeners to download and sign the agreement. Graham has offered to be the IMG member with a responsibility for new plots and volunteers. Jean is happy to help meet and greet new volunteers/plotters and Shery has also shown interest in helping support new gardeners. Requests for clear processes and communications has been acknowledged and a monthly newsletter which Carla suggested, might be a great way to share what's happening, both with the IMG and the gardeners, going forward.

## **Website**

Chris reported the site now has a disclaimer box to make us GDPR compliant. The site is receiving around 500 unique visitors a month. The IMG thanked Chris for all his work on the website which is up to date and a great showcase for SG. His and Peta's weekly blog postings which come from the News column, which Sue writes or collects, also helps to share our news, appeals and thanks.

## **Signage/opening notice**

In addition to using the noticeboard to publicise upcoming events it was suggested that we add a sign to remind people to respect the community and keep the garden peaceful and welcoming for all, and for everyone to add their names to their plots so that the mapping leaflet makes sense to visitors and gardeners. Thanks to Tracey for her design and delivery of the flyer and gate poster.

**Action - Plots names to be displayed for ease of communication**

## **RHS South East in Bloom**

Sue suggested entering this competition in 2019, in collaboration with the Canoe Lake group/CLG (which brings together all businesses and groups at Canoe Lake). It was felt this was good idea and would improve our links with our neighbours. David Baynes (Chair of CLG & volunteer at the Rock Gardens) is very keen on the idea, and will discuss at next CLG - postponed to Wed July 18.

## **SG Questionnaire**

This focussed on the way forward for the garden and will close on 18th June.

Peta is a former qualitative researcher and has offered to analyse the results and circulate for discussion.

Date of next meeting: July 26th tbc