

Minutes of trustees' meeting on 20 September 2017, held at 7 Stradella Road

In attendance: Beth Barber (Chair), Liz Day, Chris Smith, Derek Hoare, Kate Sebag (Director)

Apologies: Ant Gross, Linsey Macdonald, Rosie Love, Lucie Russell, Martin Lewis, Katie Styles

1. The **minutes** of the meeting held 2 August 2017 were approved.

LD/KSe provided feedback on the Lambeth Asset Sharing Network to the effect that it works well in relation to individuals but takes significant management time when applied to organisations. It was resolved to stay in friendly contact with the network but not to pursue the relationship actively at this stage.

LD also passed on the Investors in Volunteers standards to KSe. **LD** to circulate link to this information to the rest of the Board. Volunteer Standards to appear as agenda item at November meeting.

KSe has received approval from Lambeth for decking works in the lower greenhouse area to proceed. This work to start at a corporate volunteering day on 21 September.

CS can create 'donate now' page on website very rapidly when required. It was resolved to postpone consideration of a launch campaign to a future meeting.

Draft business plan and costed proposal for freelance events assistant have not been completed yet: **KSe** to present to November Board meeting.

2. Management **accounts** were reviewed. Audited accounts for 1016/17 were presented to the Board and approved for sign off. **KSe** to produce PDF version of audited accounts and Annual Report. **CS** to circulate these documents to members in advance of AGM and paper copies of the accounts also to be available for inspection by members at the AGM.
3. **Staff reports** were reviewed. CS requested updated copy of education dept monitoring spreadsheet. KSe to ask Helen/Catherine to forward to him.
4. **Staffing update.** It was noted that Helen has made a positive start and seems to be settling in well. Catherine is pleased with her increased hours and this is helping Helen to better manage Catherine's workload and accrual of TOIL. Cat is back on site following annual/compassionate leave and is back up to speed with garden matters.

Positive contribution of recent corporate volunteering days in terms of generating income, increasing resource and enabling us to better manage tasks on site was noted from Kate's report.

5. **AGM preparation**

- At present we have c.93 members who have voting rights at AGM. CS has sent message to all volunteers asking whether anyone else feels that they qualify as a 'member'. To date no requests for proxy votes have been received.
- 2 trustees will be standing down. If all other existing trustees are re-elected we can elect up to 4 new trustees. No volunteers have expressed an interest in joining the Board but no advance notice is required of intention to stand
- AGM date (1 October) clashed with date of next Sunday garden meeting potentially: latter to be moved to an alternative weekend to prevent 'meeting fatigue'.
- Accounts and Annual Report to be circulated electronically to members in advance of 1 October.
- Paper copies of accounts to be available at AGM.

- KSe to present brief summary of Annual Report plus edited key highlights for the period April-September 2017. RL to present accounts plus update on financial performance since April. EB to thank trustees who are standing down. EB and AG to chair meeting. **EB** to call AG in advance of meeting to discuss.
 - EB will be standing down as Co-chair see point 6 below. RL and LM will stand for reappointment as Treasurer and Secretary respectively.
 - There is plenty of ginger cake remaining after the Ginger Festival so no need to bake refreshments.
6. CS and AG will be standing as Co-Chairs for 2017/18. This proposal received the approval of the rest of the Board.
 7. Both ML and KS will be standing down as trustees after several years' service apiece (and a stint as Chair in the case of ML): formal thanks to both for their services to be given at the AGM.
 8. AOB:
 - a) KSe gave brief summary of proposal for therapeutic horticulture club which Cat and Catherine are pulling together to submit to **Lambeth Health and Wellbeing Fund**. Initial plan was that this would happen while our site was otherwise closed to volunteers and the public i.e. a revision to our opening hours. The Board were of the opinion that we should not reduce our opening hours i.e. staff will need to accommodate public access and find lead volunteers to run Friday morning volunteering sessions while Cat and Catherine run therapeutic horticulture sessions. Funding application to be written by Catherine with input from Cat and support from KSe and EB as required.
 - b) **Mike and Ollie supper club** has started well and is generating positive feedback.
 - c) CS recorded positive feedback on the Annual Report and the year's achievements. This was reiterated by all those present.
 - d) Members of the Board noted positive contribution of Paul Shrubshall's Green Woodworking Group to the site and our charitable aims.
 9. The next meeting of trustees will be on 15 November 2017, 6.30pm.

Action points:

- **LD** to circulate link to Investors in Volunteers standards to all trustees for discussion at next meeting in November.
- **KSe** to prepare draft business plan and costed proposal for freelance events assistant to be presented at November meeting.
- **KSe** to create PDF versions of accounts and annual report and send to CS. **CS** to circulate to members in electronic format in advance of AGM.
- **KSe** to ask Helen/Catherine to send updated monitoring spreadsheet for 2017 to CS.
- **EB** to call AG to discuss AGM.