



Minutes:

The Trees Community Association

Board Meeting of 11th August 2020

Community Garden, Willingdon Trees Community Centre

1. Introductions and apologies

Present

- Cllr Colin Swansborough – Trustee, Chair & Treasurer
- Rev Merriel Woodward – Trustee
- Lisa Playford – SCDA Senior Development Worker
- Fr Adam Ransom – Trustee
- Mary Wright – Trustee
- Cllr Sammy Choudhury - Trustee

Apologies

- John Rollison – Trustee
- Andy Millward – SCDA Community Services Programme Manager

2. Minutes of the last meeting, matters arising and declarations of interest

Colin thanked everyone for attending. Lisa reported apologies have been received from John and Andy. There were no declarations of interest. The Minutes of the last meeting of 9th June 2020 were agreed as accurate.

Colin referred to the action points of the last minutes and asked for an update:

Action 1 – completed. Adam has been registered with the Charity Commission and Companies House.

Action 2 – completed. Lisa has provided Andrew Perry IT with draft website page content. Digital Media Admin volunteer Emma (along with Hannah & Lisa) will receive training so she can keep new site updated once it is live.

Action 3 – completed. Lisa has made contact the Hearing Resource Centre. Date to be arranged for them to attend Centre to test and provide advice on the hearing loop.

Action 4 – completed. Safeguarding Policy agreed and signed by Chair.

Action 5 – completed. Lisa has identified a free online Safeguarding course from ESCC. Lisa to arrange registration for Trustees and key volunteers. Also training



session with SCDA Child Protection Lead, Michelle Reid, to be arranged once she returned from furlough.

Action 6 – not completed, carried forward. Lisa to draft refreshed constitution for review by Trustees ahead of public consultation.

Action 7 – completed. After consideration, Mary does not wish to take on the role of Trustee. Further recruitment for this role from the local community to be undertaken.

Action 8 – not completed, carried forward. Merriel advised it wasn't the right time to take the request for the funding for the Adult Literacy Project to St Mary's PCC. She recommended postponing making the application until the project was up and running again.

Action 9 – completed, sandpit, benches and children's planters are now in place.

Action 10 – completed. Covid-19 Risk Assessments completed, guidance is under regular review and is being updated and circulated as required.

Action 11 – completed. Community Garden has reopened with good levels of interest from local community members.

Action 12 – completed. 29 computers and 92 art packs have been distributed to local families as part of the SLP project with 3VA.

Action 13 – not completed, carried over. Mary has spoken to Janet about gathering more information from playgroup attendees about the positive impact the group has had for them. To be revisited once the playgroup is up and running again.

Action 1: Lisa to liaise with AP-IT to build a new website. A training session for herself, Hannah and volunteer Emma to be arranged so it can be kept updated. By the next meeting.

Action 2: Lisa to arrange a date for the Hearing Resource Centre to attend to test hearing loop. By the next meeting.

Action 3: Lisa to register Trustees and key volunteers for the online ESCC Safeguarding course and arrange a date for SCDA's Michelle Reid to deliver a training session on Child Protection. By the next meeting.

Action 4: Lisa to draft a refreshed constitution for review and comment by Board. By the end of September 2020.

Action 5: Lisa to advertise the volunteering role of Treasurer locally, on the Noticeboards and via Facebook. By the next meeting.

3. Centre Update

Lisa provided an update on Centre activity to the Board (see Willingdon Trees Community Centre Update August 2020). The headlines were:



- Following Government guidance to stop the spread of Covid-19, the Community Centre closed temporarily between 17th March 2020 and 4th July 2020.
- A comprehensive RA has been completed and regular hirers are being supported to return. TCA volunteer-led groups are currently being consulted with and supported to return from September 2020.
- Occupancy from regular hirers is down from 50% pre-closure to 8%. We have lost our largest booking from Sussex Dance Studios as social distancing measures making classes at the Centre financially unviable due to smaller class sizes. Church on the Trees, Swoove, Foodbank, YMCA Youth Club, CSCS Training and Willingdon Trees Gardeners are back. A number of activities are due to return in September and occupancy rates are expected to rise to 23-25%.
- Help Point – we have received £22,450 National Lottery Funding to continue the Help Point and support Centre reopening from July to December. 23 volunteers have provided assistance to 68 households to date. Currently we have 16 volunteers providing ongoing support to 39 households. to provide assistance to 56 households with essential errands such as shopping and also befriending.
- Youth – The indoor skate ramp has now been completed. There are plans to restart the Trees Youth Voice meetings in the Autumn and also organise the graffiti art workshops the young people requested to spend the remainder of the £5k grant received from EBC last year for this youth project.
- Community Garden – Donation received from Help Point volunteer, Ian Sadler, for community garden. Hoping to receive some funding from Active Sussex for gardening activities. 3VA are helping to identify funding sources. We have been successful in our application for 200 hedging samplings from the Woodland Trust, arriving November. Mary had identified this opportunity and volunteered to help with the big dig!
- Community events – nothing planned currently. Possibility of a small volunteer celebration nearer to Christmas. Adam suggested it may be better to hold a small volunteer event in the community garden whilst the weather was still good. It was agreed this was a good idea. Lisa to organise something like a picnic/afternoon tea for September.

Action 6: Lisa to organise a small event to thank volunteers to be held in the community garden. By the end of September.

4. Finance

Colin provided the Balance Sheet and Profit and Loss as of 30th June 2020.



The balance sheet showed £27,012.67 in funds and the Profit and Loss showed £8,908.28 in profit.

Colin was pleased that grant funding received over the period of closure has put the charity in a healthier position and have allayed some of the concerns Trustees had at the end of March.

National Lottery funding received from the Coronavirus Community Fund in July means there is some security over the coming six months whilst the Centre gets up and running again.

Lisa advised they had been contacted by the National Lottery with news that the Reaching Community bid made earlier in the year for £150k over three years was now being considered again and we should hear about progress in October. Also, three other funding bids for TCA totalling £35k are also on Layla Hazeldon's (the SCDA's funding specialist) 'to do' list. Lisa has also provided Layla with a 'wish list' for the centre for when capital funding opportunities arise.

5. Any Other Business

Lisa advised she had returned from leave to find the dishwasher had broken. This is essential for good kitchen hygiene practices, especially in light of reopening the kitchen and managing the risks of Covid-19. Merriel requested a commercial grade replacement be purchased. Although more expensive (approx. £1000-£1500) it will have longevity and support our plans for developing the community kitchen. All agreed. Lisa will apply to the EBC Devolved Ward Budget and the Willingdon Trees Area Panel for funding to cover the cost of this.

Colin and the other Trustees thanked Lisa and Hannah for doing a good job in continuing to support the local community over the period of closure and for getting the Centre back up and running. Although there may be challenges ahead, they are pleased with how things are going and confident we can meet the challenges and build the Centre up again.

Lisa reminded Trustees our next meeting on 10th November was also the AGM. She will advertise this a month before as per constitution.

Action 7: Lisa to arrange the purchase of a new commercial grade dishwasher. By the end of August.



Action 8: Lisa to apply for funding from the EBC Devolved Ward Budget and the Willingdon Trees Area Panel to cover the cost of replacing the dishwasher. By the end of August.

Action 9: Lisa to advertise AGM on Noticeboard, on social media, to regular hirers and partner agencies a month prior to the meeting. By 10th October.

Action Summary

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