

What Next? General Meeting

Charity Registration Number: 1196404

1st General Meeting of What Next?

Date of Meeting: 17th January 2022, 7:30pm

Attendees

- Board of Trustees:** Mark Bray-Parry, Treasurer (MBP)
Jacqueline Drijver-Ludlam (JDL)
Rieks Drijver (TD)
David Faraday, Chair (DF)
Claire Matthes (CM)
Rob Oulton (RO)
- Members:** Shirley Faraday (SF), Godalming Centre Manager
Richard Ashworth (RA)
Suzanne Everest (SE)
Tim Moxon (TM)
Angela Shaw (AS)
Juliet Woolf (JW)
- Volunteers:** Gabi and Alex Hampson, Ben Smithies, Olivier Contran.

Minutes

Minuted comments are presented for each agenda item in this font and colour.

ACTIONS ARE IDENTIFIED IN THIS FONT AND COLOUR.

1. Welcome (DF)

DF welcomed everyone to the meeting.

2. Minutes of Meeting 22nd November 2021

Minutes of this meeting were approved.

3. Updates on Actions from Previous Meeting

a. Bank Account (MBP)

The bank account is now open and funds have been received.

b. Transfer of Funds– see agenda item 5

c. Insurance (DF)

DF confirmed that What Next now had insurance cover from NatureSave; cost for 12 months cover until November 2022: £295.21

d. Updated Equipment Loan List (DF)

DF confirmed that the loaned equipment list had been updated.

e. Rates Relief (SF)

SF confirmed our mandatory 80% rates relief, however our request for the additional 20% had been rejected. SF will look into appealing this decision,

f. Facilities Management – see agenda item 4

g. Media, Communications and Promotion – see item 6

h. Trading Clients (SF)

SF confirmed that DomDom Drums was re-arranging dates because of our closure. The Godalming Speakers and the Godalming Jazz Choir wished to re-commence using the centre when we open again.

i. Centre usage October to December 2021 (DF)

DF informed the meeting of the following: % of target occupancy achieved was 77%; % of this that was non-purposeful 23%.

j. Membership Form – see item 10

k. Invite Members (DF)

DF confirmed that all members of the founding group had been invited to become members of What Next and all had accepted.

l. Amend Constitution (DF)

DF confirmed that the amendment had been made.

Notes for information: brief updates on the above topics.

4. Organisation and Facilities Management (DF)

a. Re-opening the Centre

Notes for information: due to rising corona virus infection in mid-December it was decided to close the venue to the public and cancel all events. Currently, both nationally and locally, infection rates are now falling consistently.

Proposal: that the centre be re-opened to the public and clients from Tuesday 18th January.

Potential Action: informed relevant parties.

It was agreed that the Centre should re-open to the public from Tuesday 18th January.

ACTION: SW to inform clients hiring the venue of this decision.

b. Health & Safety Policy and Risk Assessment

Notes for information: a draft Health and Safety Policy (attached) along with a Risk Assessment template (attached) for review.

Proposal: that the attached Health and Safety Policy (amended as necessary post meeting) and the Risk Assessment Template are adopted for use in the charity.

Potential Action: *modify if required and adopt.*

DF confirmed that, although not essential because of the current size of What Next, it would be useful to have a Health and Safety Policy, particularly for grant applications. DF drew the meetings attention to the draft H&S Policy and the HSE Risk Assessment Template. The meeting agreed to adopt this policy and RA template for What Next. DF, as Chair, has overall responsibility for implementation of this policy. RO agreed to take on responsibility for investigating any accidents / incidents. SF agreed to take on responsibility for ensuring Risk Assessments are undertaken. It was noted that use of the kitchen would entail additional hazards compared to general use. RO raised to issue of establishing a general letting agreement.

ACTION: DF to update the policy in line with the decision made above and sign H&S Policy.

ACTION: RO to send SF an example of a general letting agreement.

ACTION: SF to draft a general letting agreement for the next GM.

c. Equality, Inclusion and Diversity Policy

Notes for information: guidance for creating an Equality, Inclusion and Diversity Policy is attached.

Proposal: a small working group (two or three people, at least one Trustee) is formed to write our Equality, Inclusion and Diversity Policy.

Potential Action: *group to meet, discuss and write policy.*

DF drew the meetings attention to the guidance notes for creating an Equality, Inclusion and Diversity Policy and suggested a small sub-group take on the task of drafting a policy. JW, TD and SE agreed to form a group for this task.

ACTION: JW, TD and / or SE to meet and then draft a policy for the next GM.

d. Other Policy / Official Documents

Question: what other policy documents should we / must we have?

Alex Hampson highlighted the need for a Data Privacy Policy and an Environment and Sustainability Policy. SE highlighted that TM does Data Protection for XR, Alex also offered to help in this area. Alex also highlighted the issue of a Modern Slavery Policy.

ACTION: DF to consult TM on Data Protection Policies, may then follow-up with Alex.

ACTION: DF to contact Ben McCallan at Zero Carbon Guildford to establish what they are doing regarding an Environment and Sustainability Policy.

5. Fundraising (DF)

a. HMRC and Gift Aid

Notes for information: progress on registering for gift aid.

DF reported to the meeting that What Next was now registered with HMRC as a legal entity and that an application has now been made for Gift Aid registration.

b. Donations

Notes for information: donations pledged to date. Link to donation page on the web-site: <https://whatnext.earth/donations/>. News concerning Godalming Town Council.

RO to donate £2,000. DF/SF to donate £1,000; these would attract £750 in Gift Aid Live Your Values to donate £500 and DF/SF to write-off expenditure on the pop-up sign, Our Other Mother Posters and the insurance ~£500. DF informed the meeting that an interim method for making donations had been set-up on the web-site using a form. SF informed the meeting that the next Mayor of Godalming (which is going to be SF) had chosen What Next as the Mayor's charity for 2022/23. SF informed the meeting that certain street collections at Godalming events go to the Mayor's charity and there will be the possibility of fund-raising events.

6. Media, Communications and Promotion Group (TD)

Notes for information: elements already in place with links:

Website: <https://whatnext.earth/>

Twitter page: https://twitter.com/What_Next_CEC

Facebook page: <https://www.facebook.com/WhatNextClimateEmergencyCentre>

Nextdoor page: https://nextdoor.co.uk/g/l39sala4c/?is=nav_bar

You Tube page: <https://www.youtube.com/channel/UCj8H6aOxumljhn-x-iG7E3Q>

Telegram group: [What Next CEC](#)

We have been interviewed for an article in Vantage.

Proposal: a working group (including at least one Trustee) is formed to take on responsibility for media, communications and promotion.

Potential Action: group to meet and discuss strategy, reporting back to the next GM.

TD highlighted the need for a group to take this on in a more systematic way, with a particularly focus on getting outside our own echo chamber and drawing in a wider group people. SF volunteered to join any media group. RO highlighted how good the web-site is. RO also highlighted the locations to around Godalming to display flyers and leaflets. JW suggested that we need a method for planning communications of up and coming events. TD to head up a communications group, assisted by SF and JW.

ACTION: TD, SF and JW to get together and initiate a communications group.

7. Projects

a. Growing and Cooking Project (SF/JDL)

Notes for information: a grant proposal is being develop for Godalming Town council.

Proposal: this project should be formally endorsed by the meeting.

Potential Action: SF to report back on progress with this project to the next GM.

SF introduced the Growing and Cooking Project, a soil to mouth to soil project. This project would be based on working within the EAT Lancet report which is inclusive in that it includes all food groups. SF informed the group that the intention is to apply to Godalming Town Council's Carbon Reduction and Biodiversity Fund for ~£3,000 to £5,000 for this project. This would cover the kitchen refurbishment, hygiene and certification needs, additional kitchen equipment, growing infrastructure, composting, training, etc. The project will be aimed at the general public rather than specific groups. AS suggested contacting Space to Grow in Farnham and Applegarth in Headley. Olivier knows of Applegarth and can send some information.

DF suggested that this project be the model as to how projects are initiated: individual/s interested would check that the proposed project falls within our purpose (could cross-check with a trustee if unsure). They could then get started, recruit a team, prepare a proposal and seek approval at the next GM.

The meeting agreed to adopt this as a What Next project.

ACTION: AS to contact Space to Grow. SF to submit project grant application to GTC.

b. Fashion / Art Project (JA/RG)

Proposal: this project should be formally endorsed by the meeting.

DF informed the group that Jill and Rosie are planning a fashion / art project involving Godalming College in the spring.

The meeting agreed to adopt this as a What Next project.

DF informed the group that a project proposal page has been set up on the web-site for anyone to put a proposal forward.

8. Events / Activities / Groups

a. Current

Notes for information: listed are current events, activities or groups already established and the individuals with responsibility for these; information for each item can be found on the website:

Climate Club (active, fortnightly): David and Shirley Faraday

Eco-theatre Group (active, weekly): Shirley Faraday

Make Do and Mend (active, fortnightly): Catherine Rogan

Climate Action Workshops (on demand): David Faraday

Climate Action Negotiation Game (on demand): David Faraday

Take the Jump (currently paused): David and Shirley Faraday

DF reminded the group of the events currently being held in What Next (see above).

b. Launch Event/s

(tentative dates: Saturday 2nd April, public activity; Friday 1st July, invited event)

Notes for information: we have a stall at the Spring Fair on 2nd April; the Mayor's Civic inauguration is on

Proposal: we hold a formal launch event for What Next; we create a small working group (two or three people, at least one Trustee) is formed to plan this event.

Question: what type of events might we hold, who should be invited and when should it be held?

Potential Action: group to meet, discuss and plan this launch event.

DF highlighted to possibility of launch events for the charity. Potentially something on 2nd April to coincide with the Spring Fair and maybe something in July (1st) for local influencers – other charities, head of schools, councillors, church groups, etc.

SF informed the group of the date of her Civic Service, which is 19th June, at which we will be setting up the What Next? Lounge. 30th July, the What Next Lounge at a festival in Horsley.

ACTION: DF to recruit a small group to consider launch events.

c. Street Theatre Programme

(tentative dates: 2nd Saturdays from May to September)

Notes for information: the Eco-theatre Group propose a programme of monthly events to be held on Godalming High Street; these events may also be taken to other Town Centres in Waverley as one-off activities.

Proposal: This activity should be formally endorsed by the meeting.

Potential Action: eco-theatre group to plan the programme and its content.

DF informed the meeting that the Eco-theatre group intends to run regular performances during the Spring / Summer.

9. Other Proposals

Notes for information: proposals can be initiated at any time and then formally adopted at a subsequent GM. The proposer should simply confirm that they fall within our stated charitable purpose, if there is any doubt the proposer should consult a trustee.

Question: are there any other proposals that anyone wishes to initiate and lead at this point?

JW highlighted the Surrey Commonplace Surveys which solicits input for from local communities in Surrey County Council plans. JW suggested that What Next could hold public meetings to help communities respond to these surveys.

TD suggested inviting the Godalming Photographic Club to run a competition based on an environmental theme and then displaying the entries in the venue.

RO highlighted a new NHS trend in Social Prescribing, i.e. prescribing activities, tasks, and suggested that our events might fit within this. He also indicated he had a potential contact who he could contact.

TD enquired if XR could meet in the venue. DF highlighted that there would be no problem for an event that was not linked to any potentially illegal activity, i.e. the climate action workshop, a regen event, an XR social, etc. are all fine. It was noted that there might be some 'grey' areas such as flag making - not in itself an issue, but the flags might be used in an action that is deemed illegal. We'd have to discuss such possibilities as a board of trustees.

ACTION: TD to approach the Godalming Photographic Club. RO to follow-up on Social Prescribing.

10. Recruiting Members, Volunteers and Supporters

Notes for information: all members of the founding group accepted invitations to become members. On-line forms have been set up on the website for each category and for donations, you can review these here: <https://whatnext.earth/get-involved/>

Question: how will we recruit additional members, volunteers and supporters?

DF informed the meeting that the web-site infrastructure for signing up as a volunteer, a supporter or a member, and for proposing projects, were all now live. Members were encouraged to direct people to these portals.

11.Any Other Business

SF suggested that we have a schedule for the year. Alex suggested that we look into how to accept direct debits.

12.Date of Next General meeting Monday 11th April 2022