

What Next? General Meeting

Charity Registration Number: 1196404

2nd General Meeting of What Next?

Date of Meeting: 25th April 2022, 7:30pm

Invitees

- 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
Suzanne Everest
Tim Moxon
Angela Shaw
Juliet Woolf
- Volunteers:** Frances Bergman,

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 17th January 2022

Minutes of this meeting were approved.

3. Updates on Actions from Previous Meeting

a. Re-opening the Centre

SF informed clients hiring the venue that it was re-open

b. Health & Safety Policy and Risk Assessment

DF to updated and signed H&S Policy.

c. General Letting Agreement

RO sent SF/DF an example of a general letting agreement.

DF prepared a draft a general letting agreement, **see item 4b below.**

d. Equality, Inclusion and Diversity Policy

JW, TD and / or SE prepared a draft policy, **see item 4c below.**

e. Other Policy Documents: GDPR / Environment & Sustainability (DF)

DF to consult TM on Data Protection Policies, **Item PENDING, see item 4d below.**

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

f. Media, Communications and Promotion Group

TD, SF and JW to met to initiate a communications group, **see item below.**

g. Planetarian Project

AS to contact Space to Grow, **Item PENDING.**

SF to submitted project grant application to GTC; the grant has been awarded, **see item below.**

h. Launch Events

DF to recruit a small group to consider launch events. **Item PENDING, see item below.**

i. Other Proposals

TD to approach the Godalming Photographic Club. **No response yet from that group.**

RO to follow-up on Social Prescribing. **CARRIED OVER.**

4. Organisation and Facilities Management

a. Health & Safety Policy and Risk Assessment (DF)

Notes for information: our Health and Safety Policy and Risk Assessment template have been adopted. A general risk assessment for the centre and a general risk assessment for outdoor events has been completed – copies available in request.

DF/SF have undertaken Risk Assessments for the centre and for outdoor events with the Lounge; these are available on request. These will be used as our standard RAs for What Next and for our hirers.

b. General Letting Agreement (DF/SF)

Notes for information: draft general letting agreement attached for comment/discussion.

Proposal: that the attached General Letting Agreement (amended as necessary post meeting) adopted for use when letting the venue.

JW highlighted a typo. RO suggested a safeguarding clause be added to ensure that the hirer is clear that they are responsible for safe-guarding in their group. It was agreed to accept this document with the addition of a safe-guarding clause.

ACTION: DF to add a safe-guarding clause to the agreement.

c. Equality, Inclusion and Diversity Policy (TD/JW/SE)

Notes for information: report from the working group on this policy.

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

JW reported to the meeting on the group's approach to drafting the policy; the group adopted a pragmatic approach. There was some discussion about safe-guarding for teenagers and it was highlighted the centre was not set up to ensure that this could happen. It was proposed that the words: 'by providing a place for them to meet' are removed from the document. It was agreed to accept this document with the modifications suggested.

ACTION: JW to modify the document as discussed. DF to sign-off final document.

d. Other Policy / Official Documents

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

GDPR and Data Protection are outstanding.

ACTION: TM agreed to look at GDPR / Data Protection Policy and send an example to DF.

5. Finance and Fundraising

a. Financial Update (MBP)

Notes for information: summary will be made available at the meeting.

Proposal: the attached reimbursement / expenses claim form is formally adopted by the charity.

MBP outlined his approach to maintaining the accounts. He noted that there are outstanding payments due to TM and DF. The accounts detail regular payments, both monthly (e.g.: business rates) and annually (e.g.: the website) and the split of income between donations, grants and other revenue. MBP highlighted that there may be some skew due to early one-off donations, but we will develop and better picture as the year progresses. It was noted that money allocated to / spent on specific projects should be accounted for clearly in the spreadsheet. RO wanted to know if the current hiring clients are likely to continue. It was reported that the Toastmasters and Dom Dom Drumming would be. There was some discussion as to the limits on the amount of non-purposeful income can earn. TM highlighted that the expenses claim form needed to state that only cheques would be issued and that the name of the account should be requested. DF reported on cash donations to the charity through donation pots in the venue (~£355), through Givey (~90)

ACTION: DF to update the expenses claim form.

b. Fundraising and Gift Aid (DF)

Notes for information: we are now registered with HMRC for gift aid and the account is active; Givey account has been set-up and is active; street collection equipment has been obtained.

DF reported that he had set the gift aid claim systems and that he a Mark were registered to do this. The first claim was paid within two days (~£900).

ACTION: DF to link up MBP on this.

6. Media, Communications and Promotion Group (TD/JW/SF)

Notes for information: report back from group.

FYI: 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/q/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.

SW initially reported back from this group. The group had a number of ideas, but we're lacking volunteers. SW proposed we consider spending some money on promotion / advertising / social media, specifically concerning the planetarian food project. JW highlighted the public noticeboards in and around Godalming and suggested that members of the cycle campaign group might be prepared to put these up for us. DF highlighted that a flyer had been put up on all of the noticeboards in Godalming / Farncombe. DF reported we distributed ~250 flyers. DF suggested we get some more flyers. TM pointed out that it's easy to give out flyers, but difficult to assess impact; engagement flyers are better. DF reported that 60 Climate Action flyers were distributed and we had 6/7 responses from those. RO asked about using the 'boost' feature on Facebook, DF reported that it has been used by You Ukes, but to less success of late.

ACTION: JW, SW and TD to consider how we take this forward; TM suggested that he could be part of that discussion.

7. Project Update: TerraCycle Project (DF)

Notes for information: we now have two TerraCycle stations in the Venue, one for plastic packaging (provided by Live Your Values) and one for stationary materials (provided by Evolve Leadteam).

Proposal: we consider setting up a TerraCycle station in the lobby of What Next along with a display board. There are pros and cons to this: we would need our landlords permission (we think this is likely); we would need a secure donation point.

DF reported that Live Your Values Ltd. have provided a Plastic Packing Box and Evolve LEADTEAM Ltd. a Stationary Box. SW spoke about the possibility of putting the boxes in the lobby of the venue. DF highlighted that we would need to get donations for using these boxes to get replacement ones. JW highlighted the fact that those in supermarkets fill up quickly and that excess we get would need to be processed by us.

ACTION: SW to approach Tristan and our Landlords about putting the boxes in the lobby.

ACTION: DF to monitor the use of the boxes.

8. Project Update: The Planetarian Food Project (SF)

Notes for information: application and presentation to GTC attached as reference. The current focus is getting the kitchen certified for use, training individuals to use it and establishing links with other stakeholders – SF to update.

Proposal: a short trial programme of the Planetarian Café is proposed for late June / July: 24/6/22, 8/7/22 and 22/7/22; this overlaps nicely with other planned activities.

SW reported that the kitchen had been cleaned and the gas certification had been completed. SW and DF had completed some of the Level Three Food Hygiene training. JD is going to complete Level Two training. TM has Level Three training. SW indicated that some trial activities would take place in late June / July.

9. Project Update: What Next Lounge Outreach Programme (DF)

a. Godalming Programme (DF)

Notes for information: we have a series of events planned for Godalming High Street.

- Saturday 14th May, with Eco-Buskers
- Saturday 11th June, with the Eco-Street Theatre presenting the **EARTH SPRITE PUPPET SHOW**
- Sunday 19th June, The Mayor's Garden Party
- Saturday 9th July, with Godalming Climate Forum
- Saturday 13th August, Godalming Green Gala
- Saturday 10th Sept., with Eco-Street Theatre
- Saturday 12th November, COP27
- Saturday 26th November, Godalming Christmas Fair

Question: how can we make best use of these opportunities?

DF commented on the schedule above and the fact that we would need volunteers. DF asked for individuals to propose ideas to roll-out at these events.

b. Farnham Option (DF)

Notes for information: we have the possibility of taking the Lounge to the Farnham Sustainability Festival (Sunday 22nd May); DF and SW not available.

Proposal: a team take on this project with the support of Farnham members.

DF highlighted the above opportunity, but pointed out that DF and SW could not run this outreach event.

ACTION: DF to look for volunteers or cancel.

10. Update: What Next as the Mayor's Charity (SF)

Notes for information: as of 19th May 2022, What Next will be the official charity of the Mayor of Godalming. This is likely to provide many opportunities for promotion and fundraising.

a. Tales from the Great Wood (SF)

Launch/Fundraiser: Bad Apple Theatre Company *Tales from the Great Wood*, 6:30pm, Friday 22nd July.

Notes for information: we have booked this theatre company. The theatre performance is one hour in duration, there is the possibility of having a short pre-performance piece beforehand, maybe a short introduction to What Next / some music.

Question: how do we make the best of this event?

SW briefed the meeting on this fundraiser planned for 22nd July and provided by the Bad Apple Theatre Company.

b. The Mayor's Quiz (SF)

Fundraiser: annual event for the Mayor's Charity, likely timing November, eco-themed – quiz to be run by DF.

SW informed the meeting that the annual Mayor's Quiz is a popular fundraiser, typically it would fill the Wilfrid Noyce Centre. We can give the quiz an environmental theme.

c. Other Fundraisers (SF)

SW highlighted the Planetarian Food Project as another potential fundraiser – fine dining evenings for various groups, at which we can also raise awareness. Invitees through the Town Council. SW also drew attention to the Mayor's Garden Party (19th June), where WN would have a stall and be promoted. There was some discussion of involving schools in the Mayor's Charity. RO suggested a art / photography exhibition on an environmental theme. TM suggested a wall / place for people to have their names in exchange for a donation – similar to Zero. DF highlighted the awareness raising potential of this opportunity.

11. Other Events / Activities / Groups (DF)

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 (paused, fortnightly): Catherine Rogan

Climate Action Workshops (on demand): David Faraday

Climate Action Negotiation Game (on demand): David Faraday

Note: a series of negotiation games are planned for Godalming College students on Wednesday 29th and Thursday 30th June

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

Note: Shirley has been in discussion with Tom Bailey from The Jump

What Next Library (permanent): David Faraday and Sue Everest

Note: Sue has agreed to catalogue our current collection which we can then make public so people can borrow.

b. Other Planned Event/s (Open)

DF updated the meeting on on-going activities; listed above.

12. Other Project 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?

DF highlighted the fact that WN is open to more projects / activities initiated by the membership. JW highlighted the dates of Great Big Green Week.

13. 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?

14. Any Other Business

15. Date of Next General meeting Monday 1st August 2022 (NB: revised from 18th July).