

# MINUTES

## What Next? General Meeting

Charity Registration Number: 1196404

5<sup>th</sup> General Meeting of What Next?

Date of Meeting: 27<sup>th</sup> October 2023, 7:00pm

### Attendees

**Board of Trustees:** Jacqueline Drijver-Ludlam (JDL)

Rieks Drijver (TD)

David Faraday, Chair (DF)

Rob Oulton (RO)

**Members:** Shirley Faraday (SF)

Juliet Woolf (JW)

Nicola Avery (NA)

Ian Coult (IC)

**Representatives:** Nina Clayton (Godalming Town Council)

**Volunteers:** What Next Volunteers are invited to attend and contribute, however they are not permitted to vote. Only members (which includes trustees) can vote.

**Apologies:** Mark Bray-Parry, Treasurer (MBP)

Claire Matthes (CM)

Richard Ashworth

Suzanne Everest

Paul Follows (Waverley Borough Council)

Tim Moxon

Angela Shaw

Alisdair Walker

### Agenda

1. Welcome

2. Minutes of GM held on 23<sup>rd</sup> June 2023

3. Updates on Actions from Previous Meeting

**a. Privacy Notice and GDPR**

**ACTION:** DF to upload revised GDPR Policy to the website.

**ACTION:** DF to upload revised Privacy Policy to the website.

DF reported that this action had been completed.

**b. Workshops for WBC**

**ACTION DF** to arrange a meeting with TD and Alisdair Walker discuss the preparation of a proposal for a programme of Climate Action Workshops for Waverley (and possible Guildford) Borough Council Officers and Members.

DF reported that this action had been completed.

**c. Library of Things**

**ACTION: DF/SF** to arrange soft launch period and set a formal launch date when the MoU has been signed.

DF/SF reported that the MoU had been signed, there was a soft launch of the LoT at the beginning of September and the formal launch had taken place on Wednesday 4<sup>th</sup> October.

#### d. Art Exhibition 2024: Earth Sprites Emerging (SF)

**ACTION: SF** to formally book Godalming Museum for Wednesday 15<sup>th</sup> May to Sunday 9<sup>th</sup> June 2024; with the Puppet Show planned for half-term week, but avoid the Godalming Town Day.

SF reported that this action had been completed.

### 4. Organisation (and Facilities) Management

#### a. Financial Controls Policy

**Notes for information:** draft policy attached.

This policy was briefly discussed. The cumbersome nature of paying by cheque, because of the requirement for two signatures, was briefly discussed. It was recognised that this was important, but that it might be worth looking into an alternative banking option with on-line authorisation of two individuals. Anne-Marie highlighted that clause 8 should be altered so that different trustee, not the treasurer, should spot check the reconciliation. Bibas highlighted that donations made at events should be more closely controlled. This has been done correctly for street donations through the council, but has been less than consistent at regular events such as Climate Club; clauses 11 and 12 address this issue (original). Shirley suggested that we should ensure the sealing of collection boxes in properly undertaken and that the contents are counted by two members, at least one trustee. To this end, in the new policy, Clause 11 is added concerning sealing of collection boxes, Clauses 12 and 13 (formerly 11 and 12) are updated to specify counting. Clause 25 (original), concerning authorisation amounts and process for authorisation, was discussed. TD highlighted that a requirement to minute such expenditure might be limiting and our current process of recording such authorisation through an e-mail chain using the charities e-mail was suffice.

**Action:** document to be uploaded to website by DF.

#### b. Reserves Policy

**Notes for information:** draft policy attached.

The level of reserve was briefly discussed. The need to cover the cost of insurance and a desire to keep Climate Club running for around a six month period were highlighted as important issues. A reserve level of £1,500 was agreed.

**Action:** document to be uploaded to website by DF.

#### c. Safeguarding Policy

**Notes for information:** draft policy attached.

This policy was briefly discussed. It was highlighted that the designated safeguarding lead needed to be clearly identified on the policy. TD agreed to take on the role of designated safeguarding lead for What Next, having already been trained in this role in his employment. There was some discussion concerning DBS checks. It was agreed that we should state in the safeguarding policy that we do not plan to run any events / activities for unaccompanied young people or vulnerable adults. However, the trustees / members might need to consider DBS checks for specific events / activities in some circumstances. This policy, along with other policies, will be published on our web-site.

**Action:** document to be uploaded to website by DF.

#### d. Risk Management Policy

**Notes for information:** draft policy attached.

This policy was briefly discussed. It was highlighted that reference should be made to the Environment and Sustainability Policy to be written by Nicola.

**Action:** document to be uploaded to website by DF.

#### e. Serious Incident Policy

**Notes for information:** draft policy attached.

This policy was briefly discussed. DF highlighted that this policy was cross-referenced with Charity Commission guidance which will also be added to the web-site.

**Action:** document to be uploaded to website by DF.

## f. Conflict of Interest Policy

*Notes for information: draft policy attached.*

This policy was briefly discussed. There was some clarification as to the difference in roles between volunteers on the one-hand and Trustees / Members on the other; the latter having decision making powers, whilst the former do not. Potential conflicts concerning family members were discussed, in the light of other high-profile examples, and the requirement for another explicit example of this conflict was identified. The possibility of unknown / undeclared conflicts were discussed. It was agreed that these should be disclosed immediately, when identified / raised, and any declarations updated within one month.

*Action: document to be uploaded to website by DF.*

## g. Expenses Policy

*Notes for information: draft policy attached.*

This policy was briefly discussed. A number of typographical errors and minor clarifications were identified and corrected.

*Action: document to be uploaded to website by DF.*

## 5. Finance and Fundraising

### a. Financial Update (MBP)

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

DF informed the meeting that the current bank balance in the Charity's account was £6,260.88 compared to a balance of £8,066.78 in June. DF briefly explained the reasons for expenditure over the period and the source of deposits. TD requested that the outstanding payment for the What Next pavement sign should be removed. There was some discussion concerning maximising our return from Giftaid.

DF raised an outstanding issue on the Financial Controls Policy concerning the operation of a Petty Cash float for the Charity. There was some discussion about the level of money to be allocated to the petty cash float. The limitations of our current banking services were briefly discussed. A Petty Cash float of £500 was agreed.

### b. Fundraising Update (SF)

*Notes for information: none.*

SF briefly reported on fund raising. She highlighted that small, specific grants were ideal for our charity and encouraged individuals to bring them to her attention; Janet highlighted the Environmental Funders Network (<https://www.greenfunders.org/>). DF highlighted that SF had raised £1,700 in the last quarter.

*Action: SF to investigate the Environmental Funders Network.*

## 6. Organisation and Responsibilities

### a. Review of Operational Responsibilities / Activity (DF)

*Notes for information: document attached for review.*

DF highlighted that a document attempting to clarify the responsibilities of different individuals to different projects has been generated and circulated. This is important for the Risk Management Policy and the Serious Incident Policy.

*Action: Operational Responsibilities document to be carried over to the next meeting.*

## 7. New Project Updates and Discussion

### a. Library of Things (SF)

*Notes for information: The Library of Things is open. How do we promote the service, recruit more users and secure more donations of things.*

SF reported that 2 items had been loaned and returned to date. DF reported that there were 25 items listed on the LoT and there were 7 more to be added, taking the total number of items to 32; 4 of these items are new, the other 28 have been donated. Since the formal launch on 4<sup>th</sup> October, 39 individuals had joined the LoT.

DF reported that the systems set up with Godalming Library had so far worked well. DF also reported that he had signed off the MoU with Godalming Library and Surrey County Council in his role as What Next Chair. DF briefly outlined the situation concerning Risk Assessments for Items in the LoT. He reported that it was agreed Risk Assessments were not required as it was not possible for us to anticipate or have oversight on how a borrower might use an item.

Jeremy Snell proposed that we have an arrangement by which an individual could loan an item to the LoT, accepting the risk for loss / damage to that item when it was loaned out, but retain ownership of that item such that they could request it to be returned.

**Action:** *Jeremy Snell to write a draft document for a loan arrangement to the LoT.*

SF proposed buying a food dehydrator for the LoT using the money donated by residents from Mayen (Godalming's twin town in Germany); this proposal was seconded by RD.

## **b. Energy Survey Project (RD)**

**Notes for information:** *We have recruited a team of volunteers who are being trained as Energy Surveys. Training involves a full day workshop run by Zero Carbon Guildford and an on-line course with National Energy Action (NEA) on Delivery Energy Advice; they also need a DBS check. Once trained our team of volunteers will be able to conduct surveys for residents across Waverley – this is our patch. Top of the list for target areas in Waverley was Binscombe.*

RD reported on the Leaky Homes Project. He reported that a number of What Next Volunteers had been trained as home energy surveyors by Ben at Zero Carbon Guildford and that they would all be undertaking an on-line course in addition. He also reported that a number of other volunteers would also be trained and that the surveys would start in November, our target would be to undertake four surveys per week until end of March 2024. There was some discussion about how to administer this project; Anne-Marie agreed to provisionally undertake this role, depending on its scope.

## **c. Climate Action Negotiation Workshops for Waverley Borough Council (DF)**

**Notes for information:** *DF, in consultation with TD and Alisdair Walker, submitted a proposal to WBC for a programme of Climate Action Workshops based on the En-ROADS Climate Action Simulator developed by Climate Interactive. WBC have commissioned us to deliver four Climate Action Workshops in November / December 2023 to Members and Officers of WBC and of Guildford Borough Council (GBC), with a follow-up of six additional workshops in 2024.*

DF reported that a proposal has been submitted to WBC for running workshops and that a pilot was planned for November / December, although we were waiting for a formal sign-off. DF informed everyone that a process for including volunteers in this project was now in place.

## **d. Planetary Food Project (Cinzia/JDL)**

**Notes for information:** *DF and SF have obtained their Level Three Food Hygiene Certificate. Cinzia presented a talk on 'Sustainable Food Design' on 28<sup>th</sup> June .*

*Skip to Item 13.*

## **8. Current Partnership Projects Update:**

### **a. Godalming Climate Forum & Climate Hub for Godalming (DF/SF)**

**Notes for information:** *we have previously organised events on behalf of the Godalming Climate Forum and we are planning further events. Alongside this GCF activity, there is a possibility that WN could become a Climate Hub for Godalming with the support of the Godalming Town Council (GTC); under discussion.*

### **b. Repair Café Godalming (DF/IC)**

**Notes for information:** *this is an initiative from Godalming Rotary. The café runs on the fourth Saturday for each month. SF and DF regularly attend sessions, with WN providing the tea / coffee for these sessions donated by Live Your Values; DF also undertakes some PAT Testing.*

### **c. Supporting Water Rangers (DF)**

**Note for information:** following on from Nicola's Climate Club Theme regarding water testing.

**ASK:** we need a volunteer to co-ordinate this activity.

## 9. Established Activities and Projects: On-going Asks

**Notes for information:** listed are current events, activities or groups already established and the individual/s with responsibility for co-ordinating the activity / project; further information for each item can be found on the website:

- a. **Art Exhibition 2024: Earth Sprites Emerging (**  
**Note:** Godalming Museum has been booked from Tuesday 14<sup>th</sup> May to Sunday 9<sup>th</sup> June 2024 for our next exhibition entitled; Earth Sprites Emerging.  
**ASK:** this activity needs: i) contacts with schools , community groups, local artists who may wish to submit a piece.
- b. **Climate Club (active, fortnightly, The Denningberg Centre)**  
**Notes:** themes addressed since the last meeting: How to be an Ethical Consumer, Collaborating for a Better World, Is Zero Household Waste Possible? What crisis? How to approach the doubters or those who are simply confused, Creating Icons for our Climate Action Interactive Game, Water Health and Climate Challenges.  
**ASK:** this activity needs: i) volunteers to step forward with ideas for themes that they would be prepared to lead; and, ii) a volunteer/s to co-ordinate food contributions for the shared supper, maybe through the new WhatsApp group organised by Alisdair.
- c. **Eco-theatre Group Project (including the Puppet Show/Earth Sprites) (active, regular meeting throughout the Autumn/Winter, specific performance dates in Spring/Summer).**  
**Notes for information:** following a successful run of 'If I Had A Hammer', this group has started work on a new production for 2024.  
**ASK:** this group is looking for volunteers who would be prepared to: i) understudy roles in the puppet theatre (no need to learn the lines); ii) help with the 'front of house' at puppet theatre, and iii) more generally, volunteers who would like to join the group and contribute to script development and writing, also the creation of puppets, props and costumes, etc.
- d. **What Next Wednesdays (weekly, Wednesday afternoons, Godalming Library): Shirley Faraday**  
**Note:** volunteers have been present at the library every week since 25<sup>th</sup> January. Display boards present information on What Next activities / projects and ideas / practical steps for reducing your carbon footprint. We also use our Climate Action Game during these afternoons. Volunteers for What Next Wednesdays will also be asked to help with our Library of Things.  
**ASK:** this activity needs: i) volunteers who are prepared to answer questions and provide support to interested members of the public; and, ii) volunteers who would be able to create and produce new content for the display boards.
- e. **Climate Action Workshops (on demand): David Faraday**  
**Note:** four on-line workshops were held in partnership with Climate Articulate on Thursday 23<sup>rd</sup> February, Thursday 23<sup>rd</sup> March, Thursday 27<sup>th</sup> April, Thursday 25<sup>th</sup> May.
- f. **What Next Lounge (specific dates): David Faraday**  
**Note:** Event undertaken to date in 2023:
  - Saturday 1<sup>st</sup> April, Godalming Spring Fayre, with Eco-Buskers
  - Saturday 29<sup>th</sup> April, Rotary Spring Fair, with the Puppet Theatre
  - Saturday 10<sup>th</sup> June, Crown Court
  - Saturday 12<sup>th</sup> August, Godalming Green Gala
  - Saturday 6<sup>th</sup> or 18<sup>th</sup> November, COP28 (to be confirmed)
  - Saturday 25<sup>th</sup> November, Godalming Christmas Fair (to be confirmed)**ASK:** volunteers who are prepared to engage with the public when the Lounge is deployed.
- g. **What Next Books for Borrowing (currently paused)**  
**Note:** our books are now stored in our WBC storage.
- h. **Take the Jump (currently paused)**  
**Note:** Shirley has been in discussion with Tom Bailey from The Jump
- i. **TerraCycle Project (currently paused)**

**Notes for information:** we now have one TerraCycle box for stationary materials (provided by Evolve Leadteam), it is possible that the Library may host this box.

## 10. Communication and Promotion (DF)

**Notes for information:** communication elements already in place with links as appropriate:

- a) **E-mail Distribution List, Monthly Update:** located in a secure folder in Google: David Faraday
- b) **Website:** <https://whatnext.earth/>: David Faraday
- c) **Facebook page:** <https://www.facebook.com/WhatNextClimateEmergencyCentre>: Shirley Faraday
- d) **You Tube page:** <https://www.youtube.com/channel/UCj8H6aOxumljhn-x-iG7E3Q>: David Faraday
- e) **WhatsApp group for Climate Club:** Alisdair Walker
- f) **Vantage / Round About print media:** NO formal co-ordinator, although Anne Marie Walsh has initiated a submission for Climate Club.
- g) **Twitter page:** [https://twitter.com/What\\_Next\\_CEC](https://twitter.com/What_Next_CEC): Alisdair/Janet?
- h) **Nextdoor page:** [https://nextdoor.co.uk/g/l39sala4c/?is=nav\\_bar](https://nextdoor.co.uk/g/l39sala4c/?is=nav_bar): NO co-ordinator
- i) **Telegram group:** [What Next CEC](#): NO co-ordinator
- j) **Physical Noticeboards (in and around Godalming):** NO co-ordinator
- k) **Instagram:** NO account, NO co-ordinator
- l) **TikTok:** NO account, NO co-ordinator

**Proposal:** that we formally allocate an individual to manage each communication channel / method, the generation of content for each project / activity (as required) is the responsibility of the project / activity co-ordinator.

**Potential Action:** confirm volunteers.

## 11. Other Activity / 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?

## 12. 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?

## 13. Any Other Business

## 14. Date of Annual General meeting Friday 12<sup>th</sup> April 2023