

# Chestnut Community Action Group meeting

## Minutes - Annual General Meeting 2020

The 2020 Annual General Meeting of the Chestnut Community Action Group (CCAG) was held on 27th November at 6:30 PM via Zoom to transact the following business.

**In attendance:**

(Committee) Joy Squires, George Squires, Mike Doyle, Tania Bassett, Caroline Savage, Ian Mackey, Melanie Roxby-Mackey.

(Members) Helen Reynolds, Jenny Barnes

**Apologies:** Colin Robinson (Committee)

### Minutes

**1. Reports and accounts**

GS submitted the accounts for the year. After various charitable donations and expenditure, we have 1,249 pounds in credit in the bank and 98 pounds in petty cash. GS agreed to re-distribute scanned copies of final accounts to the committee members. The committee gave a vote of thanks to GS for his work on the finances.

- ACTION: GS to re-distribute scanned copies of final accounts

**2. External auditors**

GS confirmed that the accounts were audited on the 19<sup>th</sup> November by Geoff Simmonds (GS to confirm spelling), Treasurer of Worcester Arts Council. The committee agreed that Geoff Simmonds should continue as auditor.

- ACTION: GS to give small gift to Geoff Simmonds with the committee's thanks
- ACTION: GS to ask if Geoff Simmonds is happy to continue in this role.

**3. Appointment of committee.** The following members of the committee were re-appointed for a two-year term:

Joy Squires as Chair  
George Squires as Treasurer  
Melanie Roxby-Mackey as Secretary  
Tania Bassett as Press and Publicity Officer  
Ian Mackey as Project Officer  
Mike Doyle as Coordination Officer  
Caroline Savage as Fundraising Officer

Expressions and nominations for additional members of the committee were not received by the Secretary.

#### 4. Guest speakers

Invited guest speakers from the Bramblewood Project and the Arboretum Residents Association were unable to make the meeting. JS was however able to provide an update from the Bramblewood Project and most notably on a recent successful funding application that will enable them to extend their activities. The committee resolved to continue IM's work exploring avenues for collaboration these and other local groups.

#### 5. Report on activities 2019/20

Conflicts of interest: the following was noted; JS (Worcester City Council), IM (Worcestershire County Council), GS (Chair of Worcester Arts Council)

COVID-19 challenges: the committee noted the challenges of taking forward the group's activities in 2020 under COVID-restrictions and that as a result it has been extremely difficult to develop CCAG's charitable aims this year.

Online activities: JS noted with thanks the amount of work IM undertook online to keep the Group's profile active through 2020.

#### 6. Charitable aims

Locally supported charities to-date have been SPIE, Headway, Worcester Foodbank with additional support for feeding the community at Christmas. Proposal for 2021 to continue to support SPIE, feeding the community at Christmas and the Myriad Centre.

Available funds: GS confirmed that we currently have 1,364.95 pounds available to spend in the bank and 78 pounds in petty cash, but that outstanding commitments total 420 pounds leaving 1,048.95 pounds available.

Local charitable donations: The committee agreed to donate 100 pounds each to the Myriad Centre and SPIE. Unfortunately, as our donations were from the group, recipients are unable to claim gift-aid.

CS noted that Worcester Foodbank are anxious about increasing demands on their service through 2021 and the committee agreed to look to providing support if required.

TB provided an update on the Chestnut Inn's feeding the community at Christmas project. This year will be delivery only so TB noted that members of CCAG may be called on to volunteer as delivery drivers on Christmas morning. Additionally, CS and TB suggested contacting local taxi companies to see if they might participate. TB noted the financial strain many companies have been under this year so that some form of financial support for them would be appropriate alongside positive publicity. TB has a route to contact the owner of Blue Star who own most of the

taxis in the city and will use this to explore possibilities. IM noted that the GoFundMe campaign for the project run by the Chestnut Inn will be going into the CCAG bank account to then be forwarded on to the Chestnut for the event. TB also agreed to clarify with the Chestnut re: supply needs (e.g. fresh veg). CS volunteered to write to the supermarkets for presents (e.g. selection boxes). IM to get CCAG letterhead to CS and GS.

- ACTION: GS and MR-M to distribute funds to the Myriad Centre and ASPIE;
- ACTION: TB to explore working with Blue Star Taxis for distribution of Christmas lunches;
- ACTION: TB to confirm supply needs with the Chestnut Inn;
- ACTION: CS to write to supermarkets about presents to accompany Christmas dinners;
- ACTION: IM to supply GS and CS with letterhead

## 7. Members proposed resolutions

### 8. Any other business

Community allotment: the committee agreed to investigate the possibility of funding a community “drop-in” allotment for The Arboretum. IM and MR-M noted that as former allotments holders they have equipment they would happily donate to the project.

JS is to explore possibility of a group allotment ownership following the City Council allotments review (due to end in March). If permitted, TS and CS to liaise on producing a re: press release (and Twitter #WorcestershireHour) inviting local companies to sponsor either allotment fees, tools or other supplies

- ACTION: JS to explore group ownership of allotment after allotments review.
- ACTION: If group ownership is permitted CS and TB to liaise on press release.

Funding for website: IM confirmed that the cost of renewing the website hosting and domain is 75 pounds. The committee voted to support releasing the funds for the renewal of the website. GS and IM to liaise re: payment and reimbursement.

- ACTION: IM to liaise with GS about website and domain name renewal costs

Geocaching project: The committee agreed that developing a geocaching project would be worthwhile, especially if we are likely to go back into lockdown early in the new year. IM to lead, MR-M to support. TB suggested that promoting existing geocache points would be a good place to start. JS highlighted opportunity to liaise with the Canal Group on this project.

- ACTION: IM/MR-M to develop further.

Membership/followers: TB raised the news that we have 75 followers on Facebook. IM agreed to pull together the stats from Twitter and the CCAG website.

- ACTION: IM to collate stats from Twitter, Facebook, CCAG website and Instagram

Payment: GS reminded committee members that if they need reimbursement for expenses they should liaise with him.

Community Lottery: JS reminded the committee that the Community Lottery continues to slowly generate income for the group and that this is something we should be promoting at every opportunity.

- ACTION: All to promote the **Worcester Lottery** and **GoFundMe**
- ACTION: All to encourage sign up for a mailing list using MailChimp

**9. Date of the next meeting**

11<sup>th</sup> December, 16:30 PM on Zoom.

**10. Summary of action points**

- ACTION: GS to re-distribute scanned copies of final accounts ..... 1
- ACTION: GS to give small gift to Geoff Simmonds with the committee’s thanks ..... 1
- ACTION: GS to ask if Geoff Simmonds is happy to continue in this role. .... 1
- ACTION: GS and MR-M to distribute funds to the Myriad Centre and ASPIE;..... 3
- ACTION: TB to explore working with Blue Star Taxis for distribution of Christmas lunches; ..... 3
- ACTION: TB to confirm supply needs with the Chestnut Inn;..... 3
- ACTION: CS to write to supermarkets about presents to accompany Christmas dinners;..... 3
- ACTION: IM to supply GS and CS with letterhead ..... 3
- ACTION: JS to explore group ownership of allotment after allotments review..... 3
- ACTION: If group ownership is permitted CS and TB to liaise on press release..... 3
- ACTION: IM to liaise with GS about website and domain name renewal costs ..... 3
- ACTION: IM/MR-M to develop further. .... 3
- ACTION: IM to collate stats from Twitter, Facebook, CCAG website and Instagram..... 3
- ACTION: All to promote the **Worcester Lottery** and **GoFundMe** ..... 4
- ACTION: All to encourage sign up for a mailing list using MailChimp ..... 4



**Addendum:**

Main website and social media:

Email: [CCAGWorcester@gmail.com](mailto:CCAGWorcester@gmail.com)

Website: <https://ccagworchester.com/>

Twitter: <https://twitter.com/CCAGWorcester>

Instagram: <https://www.instagram.com/p/Bq2MTArDiMV/>

Facebook: <https://www.facebook.com/groups/CCAGWorcester/>

Do-it (volunteering): <https://do-it.org/organisations/ccag-worcester>

CCAG Worcester GoFundMe link

<https://www.gofundme.com/f/7mxb7f-chestnut-community-action-group>

or

<https://gf.me/u/y8duvt>

Mailchimp sign-up (newsletters, events, etc.)

<https://ccag-worcester-7e6f.mailchimpsites.com/>

or via the bottom of the "Contact us" web page

<https://ccagworchester.com/about-us/contact/>

Worcester Lottery

<https://www.worcesterlottery.org/support/chestnut-community-action-group>

Geocaching:

<https://www.geocaching.com/play/map/?lat=52.199769&lng=-2.223873&zoom=15>

Current geocaching locations in the area of the Arboretum.

Geocaching smartphone apps can be found on the geocaching site <https://www.geocaching.com/>