

Minutes for Charlbury Garden Society Committee Meeting

Thursday 30th September 2021, 7.30pm

Venue: Zoom

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| Present: | Hugh Belshaw, Zoe Burton, Alison Derham, Catherine Goyder, Angela Gwatkin, Geoff Holmberg, Geneviève Hug, Catrin Weston |
| Apologies: | Susan Dunstall, Di Gold, Harriet Lawson, John Moore, Stephen Nelson, Georgia Styring |
| Host: | Geoff Holmberg |
| Minutes: | Geneviève Hug |

1. Minutes from last meeting on 1st September

Minutes were agreed, no matters arising.

Action: Gen to post minutes on website

2. Reports

2.1 Treasury (Catrin)

£60 yearly donations

Currently given to school, pre-school, day centre, Leaflet, town website, museum garden, and station garden (Andrew Lawson).

To avoid complicating the accounts, we will no longer make provisions for donations to be carried from one year to the next, but stick to cash payments. Therefore we will not make provisions for these payments this year, but agree that provided we have sufficient funds, we will agree donations during the year in which the accounts are drawn.

To simplify our accounts, we will look to operate them on a cash basis only (receipts and payments basis, rather than income and expenditure).

Actions:

- Geoff and Hugh to meet to see how to simplify the accounts.
- Catrin to find out who will take on maintenance of the Museum Garden and whether they require funding.
- Catrin to propose an increase of the membership fee to £7 (single) and £10 (joint) at the AGM.
- Discuss at the AGM who to give money to in next financial year (which starts on 1st October 2021) provided we have sufficient funds then. Suggestion is stop these regular donations to the website, The Leaflet and the Museum Garden to stick to our "greening" mission, and donate plants or fund particular greening activities instead.

2.2 Membership (Gen)

Agreed to buy a SumUp Card Reader to let people pay for memberships (or talks etc.) with their bank cards. The transaction fee of 1.69% on each transaction considered acceptable.

Actions:

- **Gen** to investigate further and buy.

2.3 Gardening and growing (Susan)

Nothing to report.

2.4 Junior gardening and growing (Alison)

Nothing to report.

2.5 Events (Catherine)

Plant Swop on 2nd October

All under control. Alison ordered a plaque with worded suggested by Sue Smith for Peter's memorial for £176. Will arrive later, so put at a later date. John & Geoff will say a few words at 11am at the Plant Swop.

AGM and 'Earthworms' talk on 21st October – start time 7.30pm

AGM first, needs to be no longer than 30mins so that the talk can start at 8pm. Everything needs to be ready first (committee, officers, reports, proposed constitution changes etc.) so that any discussion can be kept to the minimum.

Actions:

- **Catherine** to define precise timing of October talk with David Knight, including time for questions.
- **Geoff** to prepare Agenda for AGM and chair the AGM.
- **Angela** to send MailChimp newsletter in week of 11th October to paid members only (using relevant MailChimp segment), with Zoom invite, AGM Agenda, and all relevant attachments/links provided by Geoff.
- **All involved** to prepare reports etc. needed for the AGM to forward to Geoff before the 11th October.

Wreath-Making workshop on 18th November

Registration and payments will be organised as for self-drives etc. with people sending Gen their requests for tickets, and paying either online or on the day.

Will be done on a first come, first served basis, with a cancellation list that Gen can keep.

Actions:

- **Georgia/Catherine** to agree a date for start of registrations and also a limit for number of participants.
- **Georgia/Catherine** to come up with detailed info to post on the websites and mini-newsletters to advertise the event.
- **Georgia** to create poster.

Xmas social on 9th December

Defer discussion about that until after the AGM.

2.6 Publicity (Angela)

Actions:

- **Alison/Geoff** to prepare text for events, to be distributed then to the relevant people for the newsletters (Susan), websites (Gen) and posters (Georgia).
- **Geoff** to take on writing for the Chronicle.
- **Susan** to write the "mini-newsletters" ahead of each event, in addition to the quarterly newsletters, but has requested a backup person in case she is not available.
- **Alison** with Sue Smith as backup to print and laminate posters.

3. Other matters

Angela in the process of changing the registration names as follows:

secretary@ => Alison

admin@ => Angela (for the time being)

chairman@ => John Moore

events@ => Catherine

membership@ => Geneviève

treasurer@ => Catrin

showsecretary@ => Geoff

plantdoctor@ => John Moore

groovygrowing@ => Alison (for children section of the Show, currently unused)

Welcome to Zoe Burton to our committee! Zoe is happy to help with publicity/shows/minutes.

Actions:

- **Angela** to review the @ list above after the AGM
- **Need someone** to take on the role of maintaining this list in the future
- **Geoff** to contact John about taking on the President role
- **Alison** to continue with doing Memorial Hall/Corner House bookings for talks/events/shows as they come, including next meeting (see below).

3.1 AOB

Agreed to give Hugh a £60 pot for maintaining the Corner House garden throughout the year.

3.2 Date of next meeting

Next meeting at the Corner House, on the 11th November, 7.30pm.

3.3 Items for discussion at next meeting

- Plans for Xmas Social on 9th December