



Sustainable Cottenham
Notes from the Management Committee Meeting
held at 19.30 on 12 December 2019
At 11 Margett St, Cottenham



Present: Chris Ward, Jane Heath, Catherine Burch, Beth Fleetwood, Terry Jackson, Peter Pilbeam, Vicky Lacey (email as Kelso)
Apologies: Sandra Cross

		Action
1	<p>Welcome/Opening comments</p> <p>a. Chris Ward opened the meeting, and welcomed Vicky Lacey, who has volunteered to join the Management Committee and the Plastics Group.</p> <p>b. Justin Hiscock to take the minutes.</p>	Justin
2	<p>Cottenham Repair Café</p> <p>a. Vicky Lacey has volunteered to take this on, assisted by Justin Hiscock and Peter Pilbeam. Currently trying to make a booking at the Community Centre for early March.</p> <p>b. Vicky to draft an article for Cottenham Newsletter once date is confirmed.</p>	Vicky, Peter and Justin
3.	<p>Refill Scheme This is to be adopted by the Plastics Group</p>	Plastics Group
4.	<p>Finance</p> <p>a. Current balance £1628.48</p> <p>b. The total includes the SCDC Community Grant of £610 to finance Cottenham Connected Sunday Socials, and £65 from the Cottenham Feast.</p> <p>c. Cash in hand is £74.43, from Sunday Socials.</p> <p>d. Payments have been made of £48 and £42 to Cottenham British Legion for Sunday Socials room hire.</p> <p>e. Payments were authorised of £48 each for Litter Pick room hire at the British Legion on 2 November 2019 and 18 April 2020, and £82.80 to reimburse Chris Ward for this year's annual payment to 'Pickaweb' to host our website.</p> <p>f. £180 of sponsorship from Voland for the FEFF plastic cups was allocated to the Plastics Group, who will investigate the creation of a rentable 'Party pack'</p> <p>g. Running costs of Suscott may in future run at around £500 per annum.</p> <p>h. Financial reporting should in future appear as a 'Financial Statement'.</p>	Catherine Catherine Catherine
5.	<p>Structure of Sustainable Cottenham</p> <p>a. Chris Ward proposed that the structure of Sustainable Cottenham should be changed to that of a Charitable Incorporated Organisation. The requirement to make this change is that if all our grant applications are fulfilled, our income will exceed £5,000. This above the limit set by some funders for our current structure.</p> <p>b. The CIO status will require the appointment of Trustees, on a rolling basis, but will not affect our banking or other arrangements. First Trustees will be the current officers: Chris Ward, Jane Heath, Catherine Burch and Justin Hiscock.</p> <p>c. The proposal was passed unanimously.</p> <p>d. Chris will circulate the proposed version of the CIO constitution for consideration and amendment, and when approved (via email) will submit application to the Charities Commission.</p>	Chris, Jane and Justin
6.	<p>Membership</p>	

	<p>a. The membership application forms were approved, and will be made available. Once the new structure is confirmed they will be amended to reflect this.</p>	Chris, Jane and Justin
7.	<p>Policy Statements</p> <p>a. Policy Statements on Data Protection and Equality were approved, and will be placed on the website. They will be updated as required by our grant applications.</p> <p>b. GDPR requires annual confirmation of personal details held, and this will include an invitation to the Annual General Meeting.</p> <p>c. As soon as possible an email footer will be created, to include the CIO number.</p>	Chris Jane/Justin Richard/ Chris
8.	<p>Litter Pick</p> <p>a. The next Litter Pick was confirmed for 18 April 2020. Peter will not be available to allocate routes. Vicky would supply draft text on Repair Café to Chris. Beth would supply short item on plastics.</p>	All
9.	<p>Newsletter</p> <p>a. The next submission to the Cottenham Newsletter should include information on the next Litterpick, the Repair Café and Cottenham Connected. Vicky would supply draft text on Repair Café to Chris. Beth would supply short item on plastics.</p> <p>b. Next CNL deadline 20 December 2019.</p>	Chris Vicky Beth
10.	<p>Recycled Plastic</p> <p>a. Attention was drawn to Weaver Green, who recycle plastic bottles into fabric suitable for rugs and similar items. Available at Christmas Markets, online, and Gloucester Services on the M5.</p>	
11.	<p>Future Meetings</p> <p>a. Plastics Group: Thursday 9 January 2020.</p> <p>b. Committee: Tuesday 28 January 2020.</p>	

Justin Hiscock
Joint Secretary
At 19.30hrs on 16 December 2019