

## Sustainable Cottenham

Notes from the Management Committee Meeting held at 19.30 on 28 January 2020 At 11 Margett St, Cottenham



Present: Chris Ward, Jane Heath, Catherine Burch, Terry Jackson, Peter Pilbeam.

Apologies: Justin Hiscock, Sandra Cross, Beth Fleetwood, Vicky Lacey

		Action
1	Minutes of meeting 12.12.19: matters arising	
	a. <u>SusCott charitable status</u> – CW reported the application still being processed by the Charity Commission – outcome expected in 3-4 weeks.	
	b. Membership arrangements – CW had sent out forms for committee and others to register membership.	
	c. Repair Café 4 April – VL list of tasks where help called for: - posters: VL to send digital file to CW [or bring ready-printed to next meeting,16.03, if in time]; print 10 posters + A6 leaflets for Community Centre; PP & JHis to distribute/post	VL, CW, PP, JHis
	<ul> <li>set up and take down on day</li> <li>looking after repairers</li> </ul>	CW, CB,
	- photography	JHis
	- greeting 'clients' and registering repair – extra helper at busy times SusCott to have info point. CW will borrow PC table-top screens; and liaise with VL	cw
2	Financial Position	
	a. Account current balance was £1450.	
	b. <u>Sunday Socials funding</u> –the scheduled sessions up to April would be covered by the initial SCDC Community Chest grant of £610. CW was due to meet with reps of the Cambs Community Foundation re the Innovate & Cultivate grant of £4015 applied for <i>[Post-meeting update – grant offer for full amount confirmed]</i> . She hoped to be able to confirm that the timescale for use of this grant could, if needed, be extended through to 2021. She noted that while Sunday Socials could potentially be floated off to become a separate organisation, she had reservations on grounds of the admin burden this would impose on the project workers.	CW
	c. <u>Presentation of financial report to committee</u> : agreed on need for an overview including info enabling committee to monitor the position of individual project budgets. CW to research how to present interim accounts; CB to consult Bob Turner [FECA treasurer].	CW, CB
3.	Reports	
	a. <u>Plastic Free Cottenham Group</u> – minutes of two previous meetings were noted. JHea highlighted the Primary School's call [via Claire Weston, member of the PFC group] for volunteers with expertise that could support the school's 'greening' efforts. PP offered talk on wildlife in gardens. JHea to give PP the link to Claire. Also reported that FECA website now has page giving t's & c's for borrowing reusable cups.	PP, JHea
	b. Eco Eats [EE management team JHea, CW, CB, AS, JHis] – a number of key dates/events were identified for initial promotion of the project – these will be built into the promotion/communication strategy being drawn up by AS and CB.	CB, AS
	Discussion of possible launch event tied in with Community Centre AGM on 30 April. Eco Eats potential participants could attend by invitation. Consult with Mike Smith at Feb 11 <sup>th</sup> meeting.	JHea, others

	CW identified annual Parish Meeting, 12 May, as another promotional opportunity. SusCott could give a presentation.	CW
	CW has drawn up list of FECA member groups to target for participation. Has spoken to Simon Oliver re The Roost session, October 18. Will contact Cottenham Feast organiser [Zac Faulkner?] to ensure Feast keeps to usual date and no clash with EE. TJ asked how project outputs would be measured? Agreed hard to quantify carbon reduction but evaluation would attempt to track behaviour/diet changes eg feedback from individuals at time of event and again 3 months later.	CW
	c. Communications: the group reviewing social media strategy [CW, BF, CWest, VL] was due to meet. VL had drafted a sample social media schedule.  PP suggested we have a calendar of events, cf. HISus – CW would draw one up. She proposed introducing a monthly newsletter mailed direct to membership, and will draft a sample for next meeting.  TJ raised the point that currently there is no record of website visitor numbers. He would research a plug-in compatible with Wordpress [our website].  Newsletter April/May deadline Feb 20 <sup>th</sup> : SusCott items for inclusion:  - Eco Eats – JHea with ref to CB if time  - Litter Pick - CW  - Sunday Socials – hopefully Andrea Cowley to write as a separate item – CW to follow up  - Repair Café - reminder	CW TJ JHea, CB CW CW
	d. <u>Cottenham Connected</u> : CW was congratulated on her work on the grant application. She reported fewer, but different people at the January social. Helpers at future socials – 23 Feb PP, JHea both tbc. 29 March PP not available.	PP, JHea
	e. <u>Litter Pick, 18 April</u> : Helpers - PP confirmed yes	PP
4.	Any Other Business	
	a. <u>Sustainability Event Rampton 29 Feb</u> : we will have table and screen – use info as for Repair Café. Suggested instead of printed flyer for Eco Eats, an alternative would be a poster with QR code. CW volunteered to man the stand; no other helpers confirmed.	CW
	b. <u>Vegan Fair on Green, 28 March</u> : organiser Clare Adamson, is keen to be involved with SusCott. Enquire re SusCott stall at fair.	CW
	c. 'Climate Change and Sea Level Rises': TJ reported on his participation in a Cambridge-based group Big Cambridge Climate Change Conversation, and work on developing publicly accessible data on carbon emissions by individual institutions; also on mapping future flood levels [Cottenham 2020].	
	d. Northstowe Sustainability Group – no follow up yet.	
	e. <u>SusCott social</u> : would it work to schedule periodic pub get-togethers for group or all members?	
5.	Future Meetings	
J.	<ul> <li>a. SusCott Committee: Monday March 16<sup>th</sup> 2020.</li> <li>b. Plastic Free Group: currently set for March 3<sup>rd</sup> but will be re-scheduled to enable more members to attend</li> </ul>	