



SUSTAINABLE COTTENHAM

Minutes of Management Committee Meeting
held at 19.30 on 29 November 2023 at 11 Margett Street



Present: Chris Ward [chair], Vicky Lacey, Jane Heath, Peter Pilbeam, Justin Hiscock, Beth Fleetwood, Catherine Burch
Apologies: Alison Gascoigne, Sandra Cross, Timur Jack-Kadioglu, Alana Sinclair

		Action						
1	<p>Minutes of last meeting, 27 September 2023 Agreed as correct.</p>							
2	<p>Financial Report Financial statement of income and expenditure noted. No movement since last meeting. Total of current funds held at 29 November '23 [bank balance plus cash]: £2377.89.</p> <table border="1"> <thead> <tr> <th>Unrestricted funds</th> <th>Restricted - Cott Conn</th> <th>Restricted - Eco Eats</th> </tr> </thead> <tbody> <tr> <td>£584.96</td> <td>£445.37</td> <td>£1,347.56</td> </tr> </tbody> </table> <p>Cottenham Connected: CW reported that Andrea Cowley was looking to restart the CC sessions. The balance of £445.37 reserved for CC continues to be held in the account.</p>	Unrestricted funds	Restricted - Cott Conn	Restricted - Eco Eats	£584.96	£445.37	£1,347.56	
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£584.96	£445.37	£1,347.56						
3	<p>Reports from Sub-Groups</p> <p>3.1 <u>Nature Recovery</u>: Justin [Group chair] reported. Wildflowers on Village Green re-seeded. Astra Zeneca volunteers worked hard at Fen Reeves on 28.09, could be invited again when suitable tasks arise. Biodiversity Audit, <i>led by Alison Gascoigne</i>, assembling info already recorded over years around village. Useful sites/apps – Irecord; ObsIdentify. Clearance needed around new pond at Old Rec. Planting etc here implemented by NLOW but they failed to establish management plan. CW & Justin met Olivia Boulton, NLOW - who has supplied a management plan and offered 100 goat willow whips for supplementing the new hedge. Next meeting of group prob January.</p> <p>3.2 <u>Eco Eats</u>: Jane [EE coordinator] reported on soundings re further EE activities. Jane & Chris had discussion with Community Centre Café; one possibility is to run occasional SusCott stall in Café, backed by printed info notes on tables. Vicky could possibly use paid time to run stall on food waste. As opportunities to run stands seem to be increasing [eg Repair Café, Co-op etc], it would save time if SusCott purchased its own folding table-top display screens. Community Allotment due to provide costed proposal for plot clearance and planting of small orchard linked to junior allotment. Indicative cost £300. Agreed grant of up to £350 can be paid from EE budget [Community Groups Enabling Fund] to CA, to be supported by profile-raising effort assisted by SusCott/EE. Noted that CA has bank account but no formal group constitution.</p> <p>3.3 <u>Plastic Free Group: Mass Unwrap</u>: <i>Organised by Beth</i>. Beth has emailed Naomh Cambell, Coop Member Pioneer. Suggested timing late spring. SAS has detailed info on process. Would need formal agreement of Coop store manager and involvement of store staff; campaign to advertise date, targeting members/supporters who would make a point of shopping during the session for maximum impact; volunteers – try guides/rangers. Question re disposal of wrappings at end – could serve as useful message on recycling.</p> <p>Volunteers – concern re general lack of volunteer support, most urgently needed to strengthen and refresh our organisational capacity. CW would draft a members' newsletter/CNL article calling for volunteers to contribute to planning and organising events. Beth suggested link to an online survey where people could register interest in specific activities/tasks.</p>	<p>Alison</p> <p>Chris</p> <p>Jane/Beth</p> <p>Jane</p> <p>Beth</p> <p>Vicky</p> <p>Chris</p>						

	<p>3.4 Repair Café: Organised by Vicky. October event was near fully booked. 48 items dealt with, 59% successfully mended. Trial SusCott stand located in Repair Café. Some good interest but few people – no casual viewers coming into the back hall.</p> <p>Next RC will be at FEF, ideally on the Saturday. Following RC booked at Community Centre, October '24. Agreed to ask CC to feature the RC on their digital display, to encourage café users to look in.</p> <p>Vicky is taking action on RC management issues:</p> <ul style="list-style-type: none"> - Insurance - with advice from Cambridge Carbon Footprint, insurance cover arranged @ £30 per event [if limited to two events per year]. Will be paid for out of donations on day. - Bank account – V will investigate whether possible to set up an account for Cottenham RC, which has no formal constitution. Would also like a card reader. - Integration with SusCott – V asked if the RC could become part of SusCott, so that its finances could be held in SusCott's account? This might need clearance from the Charity Commission if seen as a material change. Agreed the separate bank account option be investigated first. 	<p>Vicky</p> <p>Vicky</p>
4	<p>Litter Pick Sat 18 November</p> <p>Peter/Chris reported – significant input by scouts, orchestrated by Asa French who coordinates all local scout etc groups. Few other volunteers showed up for cycle path. Next litter pick date agreed <u>27 April 2024</u>. <i>Organised by Justin and Peter</i> [CW will be away]. Vicky to do FB postings.</p> <p>Cycle path – CW has list of cyclists to approach. Cycle path clean could be organised independently, not necessarily on same day. No special tools, volunteers bring their own. Vicky can also provide tools.</p>	<p>Justin/ Peter</p> <p>Action by?</p>
5	<p>Energy Saving</p> <p><i>Organised by Chris.</i> Camera loan confirmed for 12-28 Jan. Peter has done training, Chris and Simon Ward will do shortly. 'On the Edge' also has some trained members so may be possible to coordinate with them to maximise camera use in Jan. CW has asked them but they are reluctant.</p> <p>c. 15 people have requested surveys. Survey results should be recorded so we know findings and could potentially track outcomes.</p>	<p>Chris, Peter</p>
6	<p>Clothes Swish</p> <p><i>Organised by Catherine and Vicky.</i> Date agreed <u>Saturday 16 March</u> - book ground floor room at Village Hall, provisionally 10.00 am – 5.00 pm [Beth]. Suggested that clothing items charged at 50p adult, 20p child. Catherine has rallied c. 10 friends to volunteer on day. Invite PTCA to run tea/cakes service as fundraiser for them. Contact Community Allotment [Sue Arnold] re running a seed swap during the gap for sorting clothes prior to start of clothes sales/swaps. Start publicity through usual channels; create Event on FB.</p>	<p>Catherine Vicky Beth</p>
7	<p>Ready-Made Packages for Scouts & Guides</p> <p>Peter preparing a ppt on local wildlife. Beth has uploaded documents re hedgehogs and plastics to Dropbox folder 'Talks and Info'.</p> <p>Chris will consult with Asa French, scouts coordinator, on fitting topics with scout badges and on delivery of sessions. Beth will do same with Deanna Raven re guides and brownies – which are not coordinated like scouts.</p> <p>Initial offer two packages – wildlife, plastics. Session delivery – Beth volunteered [for plastics and hedgehogs].</p>	<p>Peter</p> <p>Chris, Beth</p>
8	<p>Fundraising</p> <p>8.1 <u>Coop Local Causes fund</u> – Chris and Jane attended briefing sessions, together with Support 4 Sunflowers, the other selected cause for Cottenham. Profile raising ideas include running occasional stand in Co-op – cld be jointly with Sunflowers.</p>	

	<p>Urgent to encourage as many supporters as possible to log in and choose SusCott as their cause. [works through Co-ops anywhere in country but link must be given to non-local supporters to access and select SusCott: https://membership.coop.co.uk/causes/81868] Promote through FB postings – Beth. Membership mailout, newsletters.</p> <p>Selected causes receive funding raised through supporters' shopping, topping up a guaranteed minimum of £1000. Funding not received til Nov 24.</p> <p>Jane also noted <u>Coop Local Community Fund</u>, national fundraising campaign running to 8 Jan; Coop members can donate their reward points, or money at till. Donations matched by Coop and distributed amongst all current local causes.</p> <p>8.2 <u>Rotary Club Cambridge South</u> – Application unsuccessful. Chris will sound out reason why.</p> <p>8.3 <u>Parish Council</u> – grant to cover hall hire for litter picks 2024/25, as before.</p>	<p>All</p> <p>Beth, Chris</p> <p>All</p> <p>Chris</p> <p>Chris</p>
9	<p>FEF June '24</p> <p>Reusable cups – <i>organisation in hand by Chris.</i></p> <p>Stand bookings by end Feb. Agreed to book SusCott stand. Nature Recovery as main theme, plus family friendly. Wildflower patch could be highlighted but not suitable location for stand.</p>	<p>Chris</p> <p>NR Group</p>
10	<p>Yard Sale</p> <p>Agreed not this year.</p>	
11	<p>AOB</p> <p>11.1 <u>Publicity/social media:</u> Article for CNL [deadline 8 Jan] See also 3.3. FEN deadline 26 Feb. Our contributions to FEN have very low visibility. Agreed we try events listings only. FB – Beth will share more posts from other organisations to raise FB page activity level.</p> <p>11.2 <u>Small Electricals Recycling</u> Vicky reported the small electricals recycling bin is at Village Hall for limited period to early Jan. Post on FB?</p> <p>11.2 <u>SCDC Local Climate Action Conference 28 Nov</u> Chris, Jane, Peter, Mardie, Beth attended.</p> <p>11.3 <u>Greenpeace Project Climate Vote</u> Elizabeth Spain, from Shepreth, has approached SusCott for support when her team visits Cottenham to canvas participation in this [non-aligned] Greenpeace campaign. Agreed we could post info re the campaign but have no direct involvement as a group.</p>	<p>Chris</p> <p>Vicky Beth</p> <p>Vicky</p> <p>Chris</p>
12	<p>Date of next meeting [Confirmed after meeting] Wednesday 7th February 2024, 7.30pm at 11 Margett St.</p>	