

Meeting Minutes

Executive Meeting - Monday 12th October

WHO	ACTIONS	DATE
Noel	<ul style="list-style-type: none"> - Contact Jim to request dates for skip removal and remarking of plots - Hand over keys to trustees (possibly Saturday) - Contact Soil Association requesting advice for site planning - First Aid box for site 	By next trustees meeting
Rebecca	<ul style="list-style-type: none"> - Contact Soil Association requesting contact details for site planning advisor - Send details of Soil Association contact to Noel - Collate information about grant funding opportunities - Make initial contact with grant funding body - Buy lock for shed - Follow up on container costs and provide cost estimate for budget 	By next trustees meeting
Alex	<ul style="list-style-type: none"> - Email Paul press contacts - Contact other projects offering on-site horticultural training and enquire about contractual relationship with training provider - Contact CVS Hounslow about "Neighbourhood Learning in Deprived Communities" scheme and training courses - Follow up with Noel and Sabit about training course provision - Update work schedule - Send contact details of local colleges to Lorna 	By next trustees meeting
Lorna	<ul style="list-style-type: none"> - To contact local colleges about the possibility of developing horticultural training opportunity - Update business plan providing further details on training course provision – Alex to contribute - Donate white board to tool shed 	By next trustees meeting
Serena	<ul style="list-style-type: none"> - Contact Rachel at the Youth Offending team re: Working agreements and sessional workers - Review working agreements and amend where appropriate - Discuss with Clare at CVS Hounslow about working with Youth Offending team - Finalise Health and Safety policy - Contact CVS community liaison officer about HCFA future plans 	By next trustees meeting

All	<ul style="list-style-type: none"> - Send Rebecca any information about possible grant funding opportunities - Update work schedule on website after workday - Feed back comments to Lorna on Business Plan – with particular focus on training provision - Update volunteer rota with availability 	At next trustees meeting
-----	---	--------------------------

Attendees:

Lorna
Serena
Paul
Noel
Rebecca
Alex

Apologies:

Satnam

EVENTS

Date	Event	Who's attending
2 nd November	Members meeting	All members
7 th November	Bonfire night at Faggs Road	All members
9 th November	Trustees meeting, Days Inn, 7pm	Trustees
11 th November	CVS training providers forum	Trustee?