
Newchurch Village Community Association

newchurch-village.co.uk @NewchurchRoss

Trustee Meeting – Tuesday 22nd April – 6.30pm St Nicholas Church Agenda

Welcome: Iain Blair, Kath Riley, Fiona Heppleston, Sue Holt, Danny Allen, Natalie Ashworth

Minute taker: Cherry Hughes

Apologies for absence: Julia Barrow

1. Accounts to date:

Iain had produced accounts and circulated prior to meeting.

Natalie checked that NVCA had free bank account and the cost of accounts software was discussed. Iain keen to keep current software package because of ease of use and package's ability to provide a transparent breakdown of accounts. The possibility of using other free accounting packages was discussed, and Iain made it clear that if we moved away from using Xero then he would step down as treasurer.

Cost of current website discussed alongside ease of navigation. Agreed that website needed to be 're-built' so people looking at the NVCA site, could do so across devices (including mobile phones). Natalie mentioned that her business' current site costs her £150 p.a. (but the site stores less data than the site we would want).

ACTION: Kath to ask nephew to check NVCA website out and see if he'd have recommendations.

ACTION: Danny to check for person who had offered free website development service on Newchurch Community Facebook Group page.

2. Trustee Roles

Fiona recommended that trustees appoint a membership secretary and a publicity secretary. Danny volunteered to be membership secretary and Fiona/Kath agreed to jointly look at publicity. It was agreed that NVCA needs to 'post' successes and actions far more frequently and ask if others wanted to contribute to 'our community' by getting involved.

Iain suggested that another trustee shadows how to manage the accounts so that full responsibility isn't always with him and, should he wish to step down in future, someone else is available to carry the treasury responsibility forward.

3. Membership

Membership appears to have fallen significantly. Iain agreed to give list of previous members to Danny for follow up. It was agreed to check reasons for members no longer wanting to contribute – is this something

we can do something about?

Currently NVCA has 27 members – 16 of whom turn up regularly to meetings.

4. AOB - Future of NVCA:

There was a frank discussion about the purpose of NVCA and the frustration around falling membership and the limited amount of people who attend or contribute to NVCA led events.

Most trustees want to carry on with supporting NVCA but want to see change. It was agreed that an Action Plan be developed that is reviewed in a year.

Proposed Action Plan - Goal to increase membership by 50% to 50 members

4.1 NVCA members to engage with people attending any NVCA Events to promote membership.

4.2 As Membership Secretary, Danny to follow up 'lapsed members' to see if they wish to join again, and if not, build a picture of why some people no longer wish to be members.

4.3 As Publicity Secretaries, Fiona and Kath develop flyers we can post through doors outlining NVCA's successes and asking if people want to get involved in their local community. Also to develop quarterly newsletter that we can circulate widely.

4.4 We no longer post information to 'Friends of NVCA' but retain a list of people we want to make aware of NVCA actions and events e.g. Father Stamp, local councillors.

4.5 Train up more trustees/members to post on social media sites including Instagram. (Danny has developed an Instagram account Newchurch_Ross). Natalie to share how to link Facebook & Instagram sites so any post appears automatically on both. Agreed, we should post more frequently. Natalie and Danny to investigate how to create a button on Facebook to easily switch between NVCA and 'normal' Facebook account.

4.6 Ask if we can put up NVCA notices in Shop/Chinese on Stag Hills to improve communication across the Estate.

Next NVCA General meeting 13th May (Tuesday) – Sue/Fiona to check if we can meet at St Peter's