

**Transition Town Kingston core group meeting, Tues 30 May 2023, 6.30 - 7.30  
at Spring Grove**

**NOTES & ACTIONS**

**Present:** Damon (DHD, Deputy, Energy Group), Hilary (HG, Recycling Minds, EG), Marilyn (MM, Chair, note-taking); Peter (PJM, Energy Group), Paul (PMc, Treasurer)

**Apologies** had been received from Marcus Oxley (MO), Toni (TI)

1. **Last meeting's + AGM notes** were approved for publishing on the website (**MM**) along with relevant Appendices. Most of the rest of the meeting was spent on **matters arising** post-AGM.
2. **Post- AGM actions and review:** MM suggested that, after a busy year and a half of reviving TTK, its core group activities and setting up RCK, we coasted for a bit, reviewed our processes and roles, and didn't take on anything new (though would remain open to ready-made projects brought to us if they fitted our constitution and ethos). We had inherited a lot of commitments in recent years, partly because MM had been left with responsibility for KEF, now thankfully revived and run by others, and some of these could now be dropped.

**CG roles - who does what:** HG had sent round a framework for discussion of roles, pointing out that whoever took on chairing or other roles didn't have to do everything, e.g. someone else could run and/or minute meetings: a Comms person could farm out tweeting; an Events person could manage forward planning rather than run all our events.... To be followed up with a discussion about the way forward for the various areas and holders of responsibility at the next meeting(s).

- **Chair** (overall co-ordinator role / point of contact for TTK) - HG would be too busy this year to take on chairing as she had hoped. **MM** was willing to continue chairing for now, with provisos as below about sharing responsibilities and communications between meetings, but pointed out that leaving everything to a 77-year-old insomniac was not a viable long-term strategy for managing TTK, so she would be happy to begin a handing over process if/when anyone volunteered, and also pointed out that the secretarial/note-taking role was at least as important as chairing and could be done by a second person.

In the absence of anyone else interested in maintaining external relations, e.g. with TCC and TT (see Appendix 1), she would continue with those and with sharing info from them, as she considered them interesting and useful.

- **Secretary/note-taker** - though this seems a bit formal and bureaucratic, keeping and publishing written records is useful for us and for possible funding applications, etc. **HG & DHD** offered to share this role, division of responsibilities with Chair to be clarified.

- **Treasurer** (incl financial reporting and insurance) - **PMc** was willing to continue with this.

MM and PMc reminded project group leads that we had agreed many meetings ago that if and when project groups had donations or successful funding applications a proportion of these (to be further discussed) should go into the general TTK contingency fund to cover shared costs such as insurance, storage etc. And when applying for funding for particular projects, insurance and a contribution to the general fund should be included (as RCK had done recently).

- **Comms** (Twitter / Facebook) - was this a separate role or should **All** be responsible for Tweeting, publicising their own activities and events, as now happens? Maya is v good at publicity and had done excellent work on RCK but was not au fait with the rest of TTK activities. For further discussion?

- **KE News:** **MM** was willing to continue with this, as it can be done at home, as and when she has time, recent technical issue had been fixed, and it could be simplified by off-loading all the other green groups' sections, logos and news to PMc's Green Kingston website, where the mapping and history info would also live, and which would be the best place for all this general stuff. Funding opps that currently feature in the newsletter were being taken over and publicised by KEF/RBK's climate action team so this too could be dropped. KE News would continue to share as many local

green events as MM could extract from local groups and KEF (**DHD**) but would link directly to those groups' websites and leave their news to their own newsletters.

Given that KEC rarely seemed to have news to share, perhaps KE news could revert to being a TTK newsletter, with name and header change (though some of the original reasons for sharing with KEC and beyond remained: to disseminate news and events to everyone who might be interested and widen uptake; to save readers from having to subscribe to numerous newsletters; and also, unsuccessfully, to try to coordinate our and other groups' activities and events). For further discussion and updates from **PMc** about progress on Green Kingston website (and, e.g., how this new website would be updated?) so that current contributors can be advised of these changes.

- **Liaison with other Kingston green groups** - periodic / ad hoc liaison could be best done via the newly revived KEF and **DHD**.)

- **Project coordinators** (Abundance, RCK, Recycling Minds, Canbury Community Garden, Energy Group) could continue as now.

- **Events** - currently these happened as and when invitations and opportunities came up, or when, e.g., a project group had something to say... Could/should we do more? Could these be better managed and co-ordinated? For further discussion and a volunteer.

- **Fundraising and "membership"**

Income - MM had pointed out several times previously that we had little or no income and that relying on our reserves for ongoing expenses such as insurance, memberships, storage, venue hires... could not go on indefinitely, so we did need to think about how to generate income that would cover these - could/should we capitalise on our many supporters and newsletter readers by encouraging membership subs, say £10 p a? There would be few benefits to membership, perhaps only voting at AGMs, but many charities offered no benefits to members, so this shouldn't be a problem. (Having some regular donors/members could also help TTK seem more independent or capable for some funders?). Having members would necessitate a change to our Constitution.

Funding applications were currently done ad hoc by project groups with mixed success - could this be managed better or better written? Do we need a funding strategy? Would **MO** be interested in taking this on - **HG** to ask him.

(MM also pointed out that "membership" of the TTK website was a nuisance and confusing for visitors, could end up giving them admin rights and access to our Private area, and so her suggestion that we get rid of that icon on the Home Page - she had recently learnt that this was possible - was agreed. CG members would be invited to "join", thus giving them editing and admin rights and access to Private docs - **MM** to arrange.)

- **CG monthly meetings** - there was no appetite for longer or more frequent meetings, but those present agreed that **MM & AII** could share updates and info (e.g., from TCC, KEF, TT, RBK emails, funding opps. reports of relevant meetings etc.). as and when they arrived, which would take some pressure off meetings, mean that members got news in time to act or respond, and came to CG meeting well briefed. Members who did not want to receive so many emails could file them to read later - or ignore them. CG meetings could overrun into Green Drinks time if needed - they were open meetings anyway, and newcomers could participate or wait.

- **TTK insurance** - is it adequate, is it PLI and "employee" cover only as MM thought? (**PMc & HG** to double check and confirm or otherwise.) If so, was relying on our reserves for replacing lost, damaged or stolen property reasonable? It certainly would mean lower premiums, but also taking extra care of any valuable TTK property, e.g. thermal camera, PAT, juicing equipment...

- **CG documents**: some should be public, e.g. the Safeguarding etc policy doc, our Constitution, meeting Notes... and should be filed as pdfs on the website in the Resources section; others were just for the CG, e.g. managing RCK volunteers; work in progress, shared editable documents such as the TTK property list, and should all be kept in one folder which we all could access. **PMc** would check and recirculate the link, **MM** would send him the TTK assets/property list spreadsheet to add

to the folder, and **All** should use this folder and add to it as needed.

### 3. **TTK - coming up / held over from previous meetings:**

- Did we want to look at **TT training materials** together or attend TT webinars or other TT get-togethers? Some CG members had done all this years ago and were no longer interested, but MM was attending when she could and sharing info (see Appendix 1), and both she and PMc had joined TT's Vive social medium..

#### - **Talks coming up:**

- TCC's Great Big Green Week 10 - 16 June - "Keep cool and carry on" talk in Library, Th 15<sup>th</sup> +.PJM on heat pumps @ The Hive, Fri 16<sup>th</sup> - both confirmed and publicised via GBGW website, as well as our usual channels

- Other ideas, places, times: food waste? Rupert Read?? Janine on recycling (**HG**); Other ideas? (Thurs evenings at the Library were available via Faye Jackson).

- MM was running 2 eco-philosophy sessions at the Hive in June and July (see attached fliers) - offered a long time ago but only recently programmed.

- RBK's Sustainable September - theme nature, so probably not v relevant to TTK? Open House weekend? Any other ideas/offers?

### 4. **Other updates:**

- The RCK project had applied to RBK's resilience fund for £1000 (hence the new formal safeguarding policy - see Appendix 2) and MM felt moderately optimistic given the advice and pointers she had had from RBK's Kevin Taylor.

- DHD reported that the Efficient Homes Show had gone well, with big audiences and lots of interest.

- TI had recently realised that Abundance was threatened unless she got a newer petrol car as hers wouldn't be ULEZ compliant by end August

- We had had reports from all the project groups at the AGM, and so further updates were postponed to next meeting.

### 5. **Resources:**

- Discussions/questions postponed re publicity, fliers (the Rob Hopkins quote we use was actually by another Transition founder!), and whether we need a new flag/banner?

- Voice website - see Appendix 3 - **All** to try to edit your own sections, updates and events.

- Latest on storage at STWC: £15 per square foot p a (but no smallish spaces created yet).

### 6. **Dates of next meetings:** 27/6, 25/7 (MM and DHD would be absent on 25/7)

The meeting evolved into **Green Drinks**, where we were joined by Maya and some of the above discussions continued, along with other new ones: funerals (Maya had been organising her grandmother's); MM's ongoing correspondence with RBK officers about Glendale's poor mowing practices; bat walks; The Hive's Fabric of Society projects; community gardening and chickens; energy efficiency and ventilation...

## Appendices, FYI

### 1. Transition Together (TT)

**London weekend 11 - 14 May:** PM and MM had gone to the get-together in Somers Town on 11<sup>th</sup>, a showcase for the activities that go on in the Think & Do community centre, some green, some social, and an opp to meet some other T groups, and some of the organisers of TT. There were some nice ideas around: Communi-tree tree-planting on local estates - <https://www.thinkanddocamden.org.uk/communi-trees/> - involving and paying young people for tree care (do we know anyone, any councillors council officers who'd be interested?); a WhatsApp energy club for sharing advice (I think they were less expert than our EG); using the space as a shop window for start-up businesses (useful for The Hive?)

Canbury Community Garden was first stop on the TT Transform Our Future London 2023 Tour, and had about a dozen interested Transitioners, including Rob Hopkins, visiting us on 12/5 (and we got an unexpected £100 for participating). One topic of interest was insurance, and that sparked off a thought in the TT movers and shakers that maybe TT could provide insurance for all the T group members, thus strengthening the relationship between the centre and its satellites. A good idea that we should support?

#### TT Training and sharing:

MM attended a **TT Working with Councils** webinar, with more to come (apply via <https://forms.gle/19us2ZbqhFVrkzwP70> and they will be recorded and available at <https://www.youtube.com/transitiontowns> / <https://www.youtube.com/watch?v=9pHm6xcit78>). Some ambitious projects (a 37-acre farm near Wigan, a collaboration between lots of parish councils in Herefordshire with lots of info-sharing and events <https://www.facebook.com/thegreatcollaboration1>). Most are piggybacking on Climate Emergency Declarations with Councils looking for community groups to help them plan and implement CE action, all recommended positivity and patience, building good relationships with councillors and council officers (something TTK has been quite good at, unlike a few other groups we could name). Recommend that other TTK CG members sign up to the TT newsletter via <https://transitiontogether.org.uk/> and their social medium chat Vive. TT seems to have lots of money from the Lottery fund to spend on collaborative work and training, and are open to suggestions for themes and speakers.

MM had also attended a useful [TT session on fundraising](#) and has compiled a page in the Private section of the website linking to the **TT advice + list of potential funders**.- <https://www.ttkingston.org/private/funding-advice/> (it's a page so that it can be updated as and when). **Fundraising**

MM also attended a useful [TT session on fundraising](#) and has compiled a page in the Private section of the website linking to the **TT advice + list of potential funders**.- <https://www.ttkingston.org/private/funding-advice/> (it's a page so that it can be updated as and when) Some tips:

- Make sure you have the capacity to deliver whatever project you are applying for funds for.
- In the world of charity and community groups £5000 is considered a small amount to apply for.
- It is possible to include requests for funds for core costs/ongoing expenses, e g energy bills, hire charges, insurance, that will enable delivery and longevity of the project.
- Monitoring and evaluation are difficult, but some funders will require it - so collect as much data as possible (inc socio-economic data to demonstrate diversity), feedback, surveys, photos...
- Crowdfunding can work, but needs a lot of work to set up.
- Some TT seed-funding coming later this year.

### 2. Safeguarding policy:

For the RCK Resilience Fund application we were asked to provide a safeguarding policy, so MM drafted one, borrowing extensively from others. We could just have said we don't have one, though might lose some marks by doing so - and most TTK projects probably have a rudimentary one about no children without responsible adults etc. The RCK project group have had opps to look at the doc and think it OK, and most of it and the other policy docs now gathered together in one doc, which could usefully apply to other projects and funding applications. It is now uploaded to [https://www.ttkingston.org/files/view/ttk-constitution-and-other-formal-policy-documents/Policy\\_docs\\_for\\_projects.pdf](https://www.ttkingston.org/files/view/ttk-constitution-and-other-formal-policy-documents/Policy_docs_for_projects.pdf) - and can be reviewed and updated as necessary (an editable Word version would be filed in the Private area of the website and /or in the shared docs folder managed by PMc..) It's probably worth project leaders reading it and sharing it with their volunteers.

### 3. Comms:

**Voice website** - MM attended a couple of useful Voice users'/admins' on-line meetings in Feb & April where [https://superhighways.org.uk/files/view/training-resources/e-voice-training/Voice\\_beginners\\_2021.pdf](https://superhighways.org.uk/files/view/training-resources/e-voice-training/Voice_beginners_2021.pdf) was recommended. It would be useful if others in the CG could familiarise themselves with the TTK website, how to edit it and add events and resources. [Updating your pages and publishing your events creates useful reminders for end-of-year AGM reports.]