

**Transition Town Kingston – core group meeting
Tues 31 October 2023, 6.30 - 7.30 at Druids Head**

NOTES

(including updates, links, appendices previously circulated and **actions in red**)

Present: Damon (DHD, chairing), Marilyn (MM, note-taking), Hilary (HG), Peter (PM), Toni (TI), Maya (MF), Marcus (MO). **Apologies** had been sent by Janine, Paul

1. **Last meeting's notes** were approved for publication **(MM)**.
+ matters arising: **TI** to remind **PMc** to inform her about how to use Open Collective for Abundance accounting. Other matters were covered at the meeting.

2. **Updates.**

TTK event/project reports, as needed:

- **Energy Group:** PJM, DH-D and HG had attended the KEF meeting with RBK CEO and Energy4All; DHD was putting together a consortium of local groups who might partner(?) with Energy4All or RePower London or another similar organisation. Some discussion followed on what exactly the EG could offer a large well-resourced company, how interested the Council was and whether it had the funds to get involved (HG thought they had, at least for capital expenditure), and reminders that previous local community energy company projects had failed. MM suggested that TTK as a whole should encourage and be supportive without getting overly involved.
Kingston Efficient Homes events would happen again in Jan and May, with the May one bigger and better than 2023's.
- **Canbury Community Garden:** MM reported that they would be getting a small "harvest circle" cash(?) donation from Educare Small School, whose children visited occasionally. GoodGym and some of the gardeners had sampled the new Park Brewery beer, Wanderings, that included CCG hops, which would also be available at our end-of-year party (and at some pubs, including The Anglers!). Some of our potato harvest had been contributed to lunches at the Cambridge Road Estate via lead gardener Mary, and CCG is part of KVA's Good Food Group and between us should be able to attend most meetings.
- **KE News:** MM reminded CG that sometimes the newsletter had to go out before our meetings, and requested that, if project groups or others had news, they send it in by 25th of the month.
- **Repair Café** - project group monthly e-meetings continued, with notes and [news](#) filed on TTK website. A recent update was the renewed possibility of a Library of Things in Kingston Library, with requests from Leonard, RBK Waste Reduction Officer, for support and help from RCK, t b d by RCK project group and volunteers.

Other green groups & organisations:

- **STWC** – HG and DHD had visited The Circulatory to see and confirm potential storage space. STWC had plenty of doors that could be used to secure our stuff, with a possibility that TTK could pay in kind with talks/events to "enliven" The Circulatory discussed with Hugh.
- **The Kingston Hive** – HG highlighted an upcoming meeting on resilience on 6/11 – see Hive calendar at <https://www.kingstonhive.org.uk/events-1>
- **KEF** - October meeting with RBK CEO Sarah Ireland and Energy4All (DH-D) and outcomes reported by EG.
- **TCC on-line meeting, 25/10** - MM had circulated brief notes and recording and presentations were in next TCC updates. Dates coming up included Great Big Green Week 2024, June 18 – 16, 2024 General election campaign t b launched in November, with Show the Love in Feb or GBGW as key events depending on election date; TCC's AGM - 23rd November, IRL and on-line – MM would try to attend on-line, others could sign up at <https://www.eventbrite.co.uk/e/741984534717?aff=oddtcreator> + Council climate score-cards update <https://councilclimatescorecards.uk/>
- **Transition Together** (to join TT's Vive social media platform to share issues, hear about local Transition gatherings etc <https://vive.transitiontogether.org.uk/user/registration/by-link?token=yPoFBDdVLzETi8&spaceId=64>) ...

3. **Events/opps coming up**

- **KVA opps and training offers** for local voluntary groups were regularly forwarded by MM - please take up as needed **(All)**.

- **RBK/Chamber of Commerce Circular Economy event** coming up in November (MM had been unable to access Eventbrite details). DHD would be going.

- **Public appearances:**

RCK would be at Veolia launch of EVs on 10/11.

KEC's Annual Fair Fayre, on Saturday 16/12, 12.00 – 4.00pm - if any TTK interest please contact KEC directly (**All**).

- **TTK end of year celebrations/dates for diaries:** 2 possible evenings were agreed, both starting at 6.00pm:

Tues 5th Dec - an evening at the Spring Grove for our key/regular volunteers (EG, Abundance, RCK, CCG...) to be thanked and to meet each other and us – maybe booking the back room and some finger food, first drinks (t b finalised later). **DHD** would book with Spring Grove on Saturday once **project leads** had given him some idea of numbers.

Tues 12th Dec – **MM & PM** would organise a CG Bring & Share supper (a fine TTK tradition worth reviving) at our house to celebrate Hilary's recovery and the end of another successful TTK year. As a start, we have a box of Park Brewery's Wanderings beer, which includes the recently harvested CCG hops and would cook a vegan chick-pea curry, .and MF offered to make samosas, other dishes, sides, veg, desserts welcome.

[If booking at Spring Grove required, the 2 dates could be swapped - **DHD** to notify asap if this was needed and **project leads** would have to inform their volunteers.]

4. Business continued / held over from previous meetings:

- **Insurance note, insurance risks** - All had checked and agreed the summary in Appendices. There was some discussion about whether insurance company/broker would need to know our income, and if so, what it was (last year's AGM finance report and/or Open Collective accounts were sources of info).
- **Amendments to TTK constitution** (intended to allow the CG to expand while ensuring meetings remained quorate and could make decisions) had been circulated with Agenda and were further amended to eliminate references to deputies and to reduce number of office holders needed t b quorate. (Being quorate and decisive had not been problems since Jan 2022, for which many thanks to all the CG, though had been in the past and so worth trying to prevent!). **All** – please see Appendix for revised version, to be finalised/confirmed at next CG meeting and uploaded to the website, for current use and for final approval at our next AGM.

5. Resources discussed were:

Transition Together's launch of their next Seed Funding round, with an 'Ask the Team' webinar on 27/11 for those interested in making an application, though no obvious TTK requirements at present. Details at <https://vive.transitiontogether.org.uk/u/chrismac/calendar/entry/view?id=104>.

6. AOB:

- **Chairing TTK** - MM announced that she would be standing down at the AGM [or earlier if anyone volunteered] and outlined the chair's role: convening TTK CG meetings, compiling agendas for, and sometimes chairing, meetings, being the main point of contact and representing TTK to the rest of the world, keeping in touch with, e g, relevant people at the Council, The Climate Coalition, the Transition movement...
- MO asked what stage the **Kingston Plan**, to which TTK had responded, had reached, what more input/response we should make, and how we could work with the Plan in future. HG thought there would be a further consultation at the end of the year, and MM said that our working relationships with the Council were quite good already.

7. Dates of next meetings: 28 Nov; December cancelled; 30 Jan

+ suggested date for **2023-4 AGM Tues 30 April**, with end of March as our end of year for reports and finances (including transfers of % of project group funds to TTK as contributions to overheads such as insurance, celebrations etc – decision on timing made at last meeting amended on MM's suggestion).

GREEN DRINKS followed. We were joined by Christian from [South West Londoner](#), who wanted to find out more about TTK for a video piece for their website about community-led climate activism, and Steve and Di. After introductions, the usual wide-ranging green chat included recycling issues, travel and car ownership, the carbon footprint of ships, the history and origins of TTK...

APPENDIX: Drafts and redrafts of amendments to Constitution and Insurance policy guidance on website

Suggested changes to [current Constitution](#):

6.3 The Core Group should number no fewer than four, include a representative from every active project group, and appoint a chair (or co-chairs), a treasurer, a secretary/note-taker, and other officers as and when considered necessary. The Core Group may co-opt members to ensure balance, representation from every project group, and sufficient officers to carry out its duties. At least one appointed officer should be present at Core Group meetings for them to be quorate, and they should take and circulate Notes of the meeting to the whole Core Group.

On insurance:

TTK insurance risks

With thanks to project leads for providing the info and for checking that their activities were included in the draft summary below for insurers, circulated earlier in the Agenda:

Project organisers carry out risk assessments and provide H&S guidance and training as required. To advance its main purposes of encouraging local sustainability, resilience and community action against climate change, TTK offers the following projects and activities:

- Meetings, discussions, talks, stalls at community events (e.g., TTK, Recycling Minds, Energy Group, Abundance)
- Practical workshops – creative and repair, with use of tools and equipment (e.g., Repair Café, Recycling Minds)
- Advice and skill-sharing (e.g., Repair Café, Energy Group)
- Repairs and upcycling – use of tools and equipment (e.g., Repair Café, Recycling Minds)
- Gardening – use of tools, heavy lifting, harvesting (e.g., Canbury Community Garden)
- Harvesting and juicing – use of and lifting equipment (e.g., Abundance)

Altogether approximately 50 people (sometimes overlapping) might be active volunteers in the above + visitors, members of the public...

We already have this useful precautionary note in the Constitution:

8.8 Project groups should ensure that their potential risks and liabilities are covered by any extant TTK insurance policy. If they are likely to incur risks and liabilities not covered, the project group should either take out their own insurance policy or take the necessary steps to extend TTK's insurance cover and contribute towards the additional cost of this.

Notes on insurance t b added (MM) to [Policy docs for projects.pdf \(ttkingston.org\)](#):

TTK's insurance documents are filed at <https://drive.google.com/drive/u/0/folders/1WzYtk8f8azLf6stqFRhipo2fcxfjWDTW>. If you can't access them please ask a core group member to forward them to you. The cover is for Public Liability, recently upgraded to include Repair Café Kingston. Please make sure that the activities of all TTK projects and their risks are covered, and if they are not, consult the core group about any extra insurance that may be needed. Some potential hazards or accidents may be covered by the insurance policy of venues used for events.

Loss and damage: at the September 2023 core group meeting It was confirmed that the TTK general fund would continue to self-insure / bear the risks of loss of or damage to TTK possessions, rather than increase our annual premium to cover them; this means that the onus is on all project leads and their volunteers to look after and store TTK items carefully, ensure their safety etc. It was also confirmed that TTK insurance could not cover projects and activities that were not approved by and represented in the core group.