

Next Meeting: **Tuesday, 5th September 2017, 7pm – 8pm**

Thanks for coming: Lynda, Chris (Chair), Alice (CAG Oxon), Lorraine (Notes), Emily, Colin, Liz, Sam

Apologies: Philippe, John H, Harry

Review: Bring & Share Lunch (17th June)

- Enjoyable and relaxed event with positive feedback from our visitors.
- Simple activities and garden games for the children were popular.
- 48 visitors / Set up took ½ hour and clearway 1 Hr including gazebos.
- A-boards at the front entrance brought in passers-by.
- Keep as an annual event in the Bridge St Garden and move to July – date tbc with Harry.
- Improvements: promote it earlier including printed media as well as online. Place more bunting out the front and position an A-board near the bridge at The Mill to generate more foot traffic.

Review: Give or Take (24th June)

- The market location was popular – 197 visitors, 221kg of reusable items rehomed.
- Next year's event date to be decided with CDC recycling team who will supply the stalls.
- We had a good turnout of helpers.
- Feedback from visitors was good with suggestions of promoting it in the Banbury Guardian community section and the Letterbox.
- Stock was a little short so we will look into offering a drop off point prior to the next event.
- More help is needed for the clear-up and charity shop drop offs for leftovers.
- Next event will be booked for **Saturday, 21st October 2017** at RVS Cornhill.

Review: Hanging Basket workshop (28th June)

- This was held at the People's Park Community Garden poly tunnels.
- 7 people attended, 20 baskets were planted in 1 hour for display at the Bridge St Garden and Butcher's Row.
- As it is a short activity, next year's event will only need to be promoted to the Bridge St Garden Volunteers.

Car Club

- We are expecting to hear back from Chiltern Railways and Enterprise by the middle of July regarding the potential parking space.

Promotional Stall – Sunday, 16th July

- We have accepted an invitation to have a promotional stall at this year's Green Party "party" (music festival) for a donation of £10.
- Start time is 1pm till the evening.
- Lorraine will email our volunteers to arrange a rota.
- A gazebo and table will need to be delivered separately to the event.
- Lorraine will provide the noticeboard, banner and promotional materials.
- Location: The Old Wharf, Appletree Lane, Cropredy, OX17 1PZ

Browning Road Orchard

- Colin advised that a picnic is better suited for June 2018 when the grass has been cut. The group suggested an alternative for this year of an Apple Day on **Sunday 1st October 2017**.
- A separate email discussion will be started to plan the event.
- Check with Hilary regarding the raised beds /areas that the Banbury Town Council have approved for us to use as part of Incredible Edible.

Safeguarding Policy

- We were pleased to welcome Alice (CAG Oxfordshire) who came along to tell us more about our options for putting together a Safeguarding Policy for under 18's volunteering with us.
- We discussed the various options for best practice in offering informal guidelines to fully documented procedures including DBS checks etc.
- We agreed as a group that we wouldn't want to go down the route of not being able to offer a chance for a young volunteer to get involved in our activities. We would start from the point of knowing what we could provide for supervision levels and create a policy specific to BCAG to cover all our activities.
- We currently can accommodate unaccompanied young people at the Wednesday evening garden drop-ins as two adult volunteers can be on site.
- Harry and Hilary are willing to be DBS checked. This will also be offered to additional volunteers supervising activities with the cost being covered by BCAG.
- Alice will review the existing Bridge St Garden Risk Assessment and offer suggested edits for specifically including protection of young volunteers.
- The agreed safeguarding procedures will be added to all our project risk assessments so that it can be followed consistently by all our adult volunteers.
- A copy of the safeguarding policy will be permanently displayed on the Bridge St Garden noticeboard and on our website.
- Annual permission slips are good practice to use. Alice can provide a template.
- Permission slips would be available at the garden (activity shed) and from our website.
- It is likely that we would need a volunteer to be a Safeguarding Officer and take responsibility for the relevant paperwork and keeping it confidentially stored.
- We may need to have volunteers who are first aid trained.
- It would be useful to look into becoming a member of Oxfordshire Youth (£40 p.a.) who offer safeguarding refresher courses. www.oxfordshireyouth.org/portfolio/membership
- Alice, Chris and Harry will discuss it further.

Bridge St. Community Garden

- A volunteers' meeting will be held at the garden on **Wednesday, 12th July at 7pm**
- There is a previous note that a stall has been arranged for the Banbury Food Festival on **Sunday, 20th August 2017**. Lorraine will follow this up with Harry for confirmation and a possible volunteer rota.
- Sam and Liz are interested in creating recipes from the produce grown in the garden to help visitors identify the plants and suggest ways to cook with them. A separate email discussion will start with Harry for advice on taking this forward.

Resource Community Impact Tool

- We would like to thank Liz and Sam for offering to update the Resource CIT website with our event figures. They will do this informally by phone with a co-ordinator/volunteer to reduce their workload. This will be a big improvement in noting the many popular activities at Bridge St Garden together with events where admin support is limited. Resource CIT provides reports that can be used by CAG Oxfordshire and individual CAG's to show the benefits to local communities and assists with applying for funding.

CAG Oxfordshire

- Kerry Lock will soon be in place in the position that was previously held by Simon.

BCAG Social

- There is interest in having a social evening in August, with bring and share refreshments. Chris will follow this up to see if the garden is available or whether we should use a local pub.

Next Catch-up Meeting

- There will be no catch-up in August as it is our summer break. The next one will be on **Tuesday, 5th September 2017**.