



**Annual General Meeting**  
**Tuesday 20 August 2019**  
**7:30 pm at Parklife Community Room, St James' Park**

**Present:** Frances Churchward, Joanne Clements, Marty Climenhaga, Carolyn Fayle, Nigel Fayle, Hilde Gronsberg, Victor Humphrey, Bruce Larner, John Miller, Marina Murphy, Odette Nolan, Margaret Osmond, Mike Sanderman, Jay Sibley, Mandy Stoddart

**Apologies:** Michaela Lawler-Levene, Julie Catling, Nigel Catling, Dave Clothier, Deborah Page, Mike Page

**Quorum:** exceeded the minimum requirement with 15 members present.

**Attachments:**

1. Chair's Report
2. 2018/19 End-of-Year Accounts
3. Community Coordinator's Report
4. Shirley Local History Group Report
5. Park Life Café Report
6. Gardening Team Report
7. Social Media and Event Report and Engagement Statistics

**1. Welcome & Apologies**

Marty Climenhaga (secretary) welcomed everyone to FoSJP's 13th AGM, thanked members for attending and invited anyone interested to volunteer in any capacity.

**2. AGM 2018 Minutes**

The 2018 Minutes were accepted with no changes.

**3. Chair's Report**

Nigel Fayle, Chair, gave an account of FoSJP's activities over our first year as a registered charity, and plans for the future. See Attachment 1 for details. The report included updates on the

Gardening team (see Attachment 6 for more details), café, programming and events in the park. He thanked the FoSJP committee and in particular Frances Churchward for her diligence in ensuring we adhere to the stricter governance protocols of a registered charity.

**4. Treasurer's Report**

Odette Nolan presented the FoSJP accounts for 2018-2019. Please see Attachment 2 for details. The members voted to accept the accounts; motion passed.

Following the presentation of the accounts, the FOSJP committee presented Joanne Clements with a thank you gift for her years of service to FOSJP. She is retiring as Treasurer, although will continue to assist Odette.

**5. Election of Committee Members**

a) Odette Nolan was officially elected as a trustee. She has been an acting Assistant Treasurer, followed by Treasurer, for the past year.

b) Nigel Fayle and Julie Catling, who have both been committee members for 3 years, stood down and subsequently were re-elected as trustees by unanimous vote.

**6. Programmes and Events Report:**

Marina Murphy, FoSJP's Community Coordinator, and Hilde Gronsberg, Events and Social Media Coordinator, presented their reports on the year. Please see Attachment 3 for details on programmes, and Attachment 7 for event and social media engagement information. Hilde also showed a video from the Summer Festival event.

**7. History Report**

No representative from the History group was available at the meeting, but a written report has been sent and is included as Attachment 4. The history group endeavours to send at least one representative to each FoSJP committee meeting, although this is not always possible due to the busy schedules of the members.

**8. ParkLife Café Report**

Nigel Fayle reported on the ParkLife café over the past year – please see Attachment 5 for details.

**9. Any Other Business**

Marina Murphy presented two Room to Reward gifts, to Nigel Fayle and Mandy Stoddart, two outstanding volunteers who have put tremendous effort into FOSJP and put their heart and soul into everything they do for us. The Room to Reward certificate entitles the recipient to a 2-night stay for two, in a hotel that they can choose from a long list provided by the Room to Reward charitable program.

**10. Closing Remarks**

Nigel Fayle presented closing remarks and thanked everyone for coming, and for their continued support of the park and cafe.

**Close of Meeting**

*Minutes by: Marty Climenhaga  
Sept 2019*

## **ATTACHMENT 1: Chair's Report**

Good evening and welcome to the 13th annual general meeting of the Friends of St James' park. We are now a fully functioning Charity, which has raised our status and opportunities and because of the strict controls we now have to follow, we have become a more proficient organisation. Our Vice Chair Frances Churchward must be commended for keeping the committee on its toes regarding the criteria that must be adhered to.

Our finances are much healthier; a remarkable amount of funding has been raised over the last couple of years by Marina Murphy our Volunteer Co-ordinator, enabling us to operate without worrying about being able to afford the work we do.

The working relationship between FOSJP and the Parklife café has been much improved. A spirit of co-operation and shared ideals now exists to help drive our project forward. New links have been forged with local business, as well as maintaining our established relationships with organisations such as Parklives, who hold various free activities in the park.

The Park has once again been recognised as raising the standards of Parks and Green spaces and presented with the international Mark of Quality, the Green Flag Award. This award recognises the joint efforts of FoSJP, Parklife Café and Southampton City Council, not only the physical beauty, its amenities and its maintenance is recognised, also taken into consideration is the social and community work that happens here, a special mention also for our garden team, led by committee member Mike Sanderman, who now meet every week to help keep the park looking as well as it does.

The committee continues to work hard and well together, supported by our regular group of much valued volunteers, without whom we would achieve very little. We can be proud of our achievements to date, and especially over the last year, we are reaching out to the greater community with our now established and successful 3 large events in the Spring, Summer and Autumn, which have become part of the social calendar in the City. And quietly we are reaching out to smaller groups in the community, of people who are disadvantaged, either physically, mentally or socially, who benefit from the sessions we run on their behalf and their carers, it is all part of our aims for Community Enrichment, simply helping to make Shirley a better place to live in and to be proud of.

The community that we serve has repeatedly shown over the years how much it values the Park and the work that FOSJP does on its behalf, none more so than this year when a crowd funding appeal went out to raise £3500 to fit shutters to the Café as a solution to the ongoing vandalism, the money was raised amazingly quickly and together with other funding sources we hope to get them in place later this year.

Nigel Fayle  
Chair, FOSJP. 20th August 2019

## **ATTACHMENT 2: 2018/19 Year-End Accounts**

**Friends of St. James' Park - Charity No. 1177957**

**Statement of Assets and Liabilities as at 30 April 2019 (Provisional)**

£

### **Monetary Assets**

Cash at bank and in hand	
Current Account	18,652
Petty cash	117
Paypal	201
Total Monetary Assets	<hr/> 18,970 <hr/>

### **Represented by Funds**

#### **Unrestricted Funds**

General Fund	9,856
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#### **Restricted Funds**

History Funds	5,850	9,114
Wave 105 Grant	1,932	
Comic Relief Core Funding	827	
Other Funds	505	

Total Funds	<hr/> 18,970 <hr/>
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**Friends of St. James' Park - Charity No. 1177957****Receipts and Payments Account for the year 16 April 2018 to 30 April 2019 (Provisional)**

	<b>General Fund £</b>	<b>Restricted Fund £</b>	<b>Total £</b>
<b>Receipts</b>			
Donations	1,983		1,983
Grants		9,968	9,968
History		553	553
Events	3,881		3,881
Miscellaneous	13		13
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	5,877	10,521	16,398
<b>Payments</b>			
Room Hire	790	3,642	4,432
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	4,527	23,284	27,812
<b>Surplus</b>	1,350	-12,763	-11,414
Balance brought forward at 15 April 2018	8,506	21,877	30,384
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Balance carried forward at 30 April 2019	9,856	9,114	18,970

**Notes to the accounts**

1. These accounts are prepared on a receipts and payments basis, with all revenue and expenses shown on a cash basis.
2. The charity has two funds: an unrestricted General Fund and a restricted fund arising from the receipt of grants for specific purposes.

### **ATTACHMENT 3: Community Coordinator's Report**

#### **FOSJP AGM**

**April 2018 to July 2019**

**Our new catch phrase is “community enrichment” which really encapsulates what our Project does. I also describe FOSJP and Parklife as a small project that achieves big things.**

**Partnership work continues to be the best way to use and share our resources with the local community.**

**Our Partnership work continues - the flip chart shows who we continue to work with:**

- SCC
- PCSOs (Police Community Support Officers)
- Autism Hants - Serendipity Group - social group for adults with Aspergers/Autism continues to grow
- Parklives – providing free activities and sport
- Dementia Friends initiative – Shirley Dementia Community; Dementia Friends Info sessions, Drop-in for people living with dementia.
- Provide affordable activities at all our events.
- New Forest Care – provided big marquee, quiet zone tent at Summer Festival, placements, plants, changing the electrics.
- Utilita Energy Company – school choir caps.

#### **Volunteers:**

- We had five new regular volunteers join this year so are up to approx. 60.
- Joanne has stepped down as Treasurer but am very pleased to say she is training up our new Treasurer Odette and is “on-call”.
- Jennifer Pillinger left us in July 2019 after 5 years of providing free legal clinics (see below)
- More on these two people from our Chair who have given so much over the years.

**Always looking for more volunteers to help keep the Park a vibrant part of the community. Sign up on sheet if interested especially Social Media and Events and Parklife Café looking for a volunteer director.**

#### **Legal Clinic**

- Seamless transition. Jennifer finished in July but we are extremely lucky to have another Solicitor called Catherine Diamond joining us.
- Started her first session in August. She specialises in the elderly and this works really well with the work we do for people living with dementia.

#### **Defibrillator**

- We are getting closer to having it installed – just awaiting the ambulance service to clarify exactly what casing we need.
- Claire Shields donated the defibrillator.
- We raised approx. £250 at our Pizza fundraising evening.
- Aviva volunteers raised over £200 by baking cakes and the Company has match funded it. So we have plenty to pay for the casing and leftovers for upkeep.

**How our funding was used and raised last year – see flip chart for details:**

- Awards for All – part of Big Lottery – primarily paid for our Dementia Drop-In and Emotional First Aid Course which 7 dads attended.
- Southampton City Council – Caring Communities Grant which also supported our work with Dementia
- SCC – Festival Grant used for Summer Festival training, set up, etc.
- HIWCF – funded by Comic Relief – Core Strength – Local Communities
- Running training courses eg 1<sup>st</sup> Aid Training
- Funds raised at various events

***Having become a charity on 16<sup>th</sup> April 2018 it has opened other funding opportunities. We have put in a large 5 year bid called Reaching Communities which is a Big Lottery pot – we will hopefully hear near the end of the year.***

**Awards for All (lottery) called Giving People a Chance – was awarded in July to support and enhance work placements for the Parklife Café and us.**

Marina Murphy  
Community Coordinator, FOSJP

## **ATTACHMENT 4: Shirley Local History Group Report**

# **Shirley Local History Group Activities 2018-2019**

### **Overview of Activities (June 2018 – August 2019):**

- Tenth series of free public 'Autumn Talks';
- Research Group visit to local archives;
- Group heritage walk with local tour guide;
- Supporting FoSJP events;
- Talks to local community groups;
- Ongoing local history research.

This year has seen a number of different activities coordinated by the Shirley Local History Group. Our popular **Autumn Talks returned for a tenth year** and included external speakers as well as researchers from our own group. Thanks to the generous donations given at the talks we have been able to continue to offer both this series and the 2019 Autumn Talks series as free entry. We were also able to organise a **heritage walk** with Dr. Sandra Lohead and Jean Cook, following their talk on the 'Notorious and Notable Women of Southampton'.

The Shirley Local History Group have **supported several FoSJP park events** and have managed to involve a wider group of volunteers in manning the display stand. We continue to support the FoSJP committee through providing regular updates on history activities and representatives at meetings when possible. Volunteers from the group attended local Street Parties in Summer 2018. In addition, Madge Heath has continued to give **talks to local community groups**.

Members of the research team were able to provide **support to St.James Church** in researching their First World War 'Book of Honour'. Support was also given to the Nuffield Southampton Theatre's 'Out of the Shadows' project on the dispersal of Spitfire production across Southampton. Research into Shirley's role in D-Day was shared at the Summer 2019 Event in the Park. We have a number of areas of ongoing research, including the history of Shirley Common.

Financial support for the Shirley Local History Group has come in the form of **voluntary donations** at events such as the Autumn Talks and through the kind donation of speaker's fees by members of the group. We would like to thank everyone for their kind donations this year, which have enabled us to organise future events such as the upcoming Autumn Talks. We continue to grow our contact list and currently have over 100 people who receive email or postal communications.

In the coming year, we plan to run the eleventh series of the Autumn History Talks, organise research group sessions and look into the feasibility of collecting further oral history interviews. We also continue to explore making links with other heritage organisations in the city and local area.

### **Autumn Talks 2018**

Three public talks organised by the Shirley Local History Group took place across October – December 2018. Audience numbers have continued to rise for these talks and this series saw an average of 48 people at each talk. We also had a team of 14 volunteers who supported one or more of the talks:



- October 2018 – Dr. Cheryl Butler gave us a talk on her journey as author of 'The Theatre of the World' a story of Tudor Southampton.
- November 2018 – Michaela Lawler-Levene shared some of the poignant research into the stories of local people in the First World War. Timed to coincide with the commemorations of the centenary of the end of the War.
- December 2018 – Dr. Sandra Lothead & Jean Cook gave a fascinating insight into the 'Notorious and Notable Women of Southampton'.

Following on from December's talk, we were pleased to organise a guided walk with Sandra and Jean who shared even more stories about the famous – and infamous – women of Southampton.

### **FoSJP & Community Events**

We were pleased to be involved the wonderful community events organized by FoSJP at St.James' Park:

- Family Fun Day (July 2018)
- Easter Extravaganza (April 2019)
- Summer Festival in the Park (July 2019)

We were delighted to welcome five new volunteers who supported with manning the history stand, sharing information and stories about the local area. The Summer 2019 event enabled us to work together with our friends from Southampton & District Transport Heritage Trust. We were able to run a Memory Lane Exhibition onboard a vintage bus alongside the display stand which shared details of Shirley & D-Day drawing on some of the memories shared during the Shirley Heritage Project.

In June 2018, the Shirley Local History Group was able to support the Nuffield Southampton Theatre's *Out of the Shadows* project. The group provided volunteers and display materials at the Shirley Parish Hall to support the Community heritage gathering day. Several visitors were able to share information.

Members of the group also attended local Street Parties in June / July 2018 although there were no requests received for this year. Feedback from the Shirley Avenue Street Party: "Thank you so much for coming at short notice to our Street Party... you generated an immense amount of interest and we would be very grateful if you could return in 2 years time, with a bit more notice..."

### **Research, Training and Outreach**

- October/November 2018 - volunteers from the group were involved in supporting St.James' Church with their research into the Book of Honour and their Centenary commemorations of the end of the First World War.
- November 2018 – Madge gave a talk on the history of St.James' Park to the Shirley Baptist Church evening group.
- February 2019 – Madge gave a talk on the history of St.James' Park to the Lordshill & Lordswood Historical Society.
- March 2019 - Madge attended the forum of local history groups at the Hampshire Archives
- May 2019 – Research group visit to the Southampton Local Studies & Maritime Library
- October 2019 - Vicki attended training at the British Library in archiving oral history collections.

### **In Memoriam**

We sadly learnt of the passing of three of our members this year.

- **Joan Cook** who was a long-standing FoSJP member and regular attendee of the Autumn Talks;
- **Bob Grice** who was one of our inspirations for starting up the history research for St James' Park. He was a great friend of St James' Park.
- **Mr A.G.K. Leonard** who was a local historian and also a FoSJP member and long term supporter of the park and our history projects.

### Other Contacts

The group have responded to the following enquiries:

- Lady researching her relatives from the Ellyett family;
- Gentleman who contacted us about book written by his Aunt who spent time in St.James' Park launching barrage balloons;
- Enquiry about location of 'Shirley Villa' by a researcher;
- Enquire about possible Doll's Hospital in Shirley;
- Madge was able to solve a puzzle on local Facebook forum about the location of the Shirley Roller Skating Rink;
- Vicki has recently been contacted by Howard Sprenger, a Railway Historian, who is interested in the plans for St.James' Park to become a railway station.

### Finance Update:

- Autumn Talks donations totaled over £200 (this included refreshment donations and raffle monies) which will be put towards future Autumn Talks.
- Heritage walk raised £85 of which (following payment of the tour guide) £15 was paid into General History Fund to support future talks or visits.
- Thanks to Madge who has donated her speaker's fees to the History Group general fund, which will support future activities including speakers for our Autumn History Talks.
- In the past year, we have sold 7 further copies of the History of St.James' Park. We have only 8 copies remaining for sale. Monies from the sales of the books will be used as matched funding for future local heritage projects.

Our expenses this year have been spent on speakers at the Autumn Talks, display materials for various events and renewed organisational memberships, including:

- Hampshire Archives Trust £15
- Oral History Society £50

### Upcoming Activities

Our Autumn Talks series 2019 has been confirmed and we are delighted that we will be joined for our eleventh series of talks by the following speakers:

- **October 2019 – Alan Matlock** will share his fascinating story into the local story of Spitfire production and dispersal.
- **November 2019 – Alan Morton** talks about his new book into the history of Southampton and reveals some of the Shirley people who 'got the ball rolling'.
- **December 2019 – Tony Biffin** shares memories of Shirley in the 1950s.

All other activities for the coming year will be advertised on the FoSJP website / Facebook pages.

## **ATTACHMENT 5: Park Life Café Report**

In order to move the business forward and bring the original plan of the Café and FOSJP working closely together with a common aim for supporting community action, I have taken up the role as Chairman of Parklife, the Community Interest Company (CIC) that runs the café as a business separate from FOSJP, which is now a registered Charitable Incorporated Organisation (CIO).

These aims have been achieved, with the help of my fellow directors, Nigel Catling and Martin Ryan and especially our new Café manager, Paula Shapland. We have achieved a much improved working relationship with the two organisations and are supporting one another at every opportunity: this is truly a joint project - we need each other to make it work.

A lot of work was done to clear and sort the office filing, and new computer software was introduced to make the daily recording of takings easier, together with better control of wages and staffing.

In order to get our historical finances and current ones on track we took the expensive but necessary step of employing the services of an accountant. New contracts have been signed with suppliers with more beneficial pricing and improved service levels, and practical improvements including much needed shelving have been made.

Our new manager Paula Shapland was last year running a successful Art Class group on Sunday afternoons in the community room. She was asked if she would consider taking on the role of running the Café on a part time basis, and we are very glad that she said yes! She has proved a Godsend, and after a lot of work to get the operation ticking over has now created the space and time to look for funding to support the running of the Café. Her first success was the 'Big Lunch' event in June, and her latest effort is the 'Lego 'N' Lunch' sessions that are proving very popular on Sunday afternoons. Paula continues to run her Sunday morning Art Classes as well.

The Café is fully signed up to Community Enrichment, our new buzz words, wherever we can. We are supporting the disadvantaged in our area; a young deaf woman is currently volunteering and being supported by café staff and FOSJP in her first steps into the world of the workplace, something your average, non-community operation couldn't financially consider, but we do it.

Despite all the progress we have made, all the penny-pinching, free Fair Share food from the supermarkets, fine tuning the menu, closing early when the Park is empty, we realise that this is a business that will never make a profit and will always struggle to survive. We have to make some difficult decisions this winter over opening hours that are financially sustainable, please be understanding of this if we are closed on a wet Wednesday in February when you fancy a hot drink.

We were very grateful and warmed to receive the generosity of the community earlier this year when we reached out to ask for funds to help pay for security shutters to protect the café building from anymore random vandalism that has plagued us. Paula applied for funds from the City Community Chest and despite a delay on the final decision we are confident of getting an amount to enable the purchase to go ahead.

Nigel Fayle  
Chairman Parklife CIC  
20<sup>th</sup> August 2019.

## **ATTACHMENT 6: Gardening Team Report**

The Garden Team continues to be well supported with generally 6 or 7 attending, but on occasions there have been more than 10, and is now regularly attended on the other Wednesdays by a slightly smaller group, all of which is making a big difference to the amount of work covered.

Nigel Fullbrook has taken over from Simon as our liaison officer with SCC and has been active with his team members on a number of occasions, particularly in cutting back the Yew hedges and helping us to bring the brambles on the Winchester road bank back under control. This work revealed that the Bug Hotel following damage last year was looking a bit sad, and it has now been repaired. Our own Nigel took away the Bug Hotel sign to re-make it as it had been half eaten by woodworm, looks as though the hotel residents appreciate it. SCC Nigel is also progressing our request for assistance with materials to replace the low wooden fences around the flower border perimeters, and which are failing at an increasing rate, this has so far not been implemented, but we are assured the SCC in house team now have the repairs on their work plan.

As the weather was kind over the winter period a lot of pruning has been completed, the ornamental grasses cut back, split up and replanted, and the red hot pokers split and replanted. Four of the large trees surrounding the park have had the ivy removed from their bases to prevent it spreading into the canopy, and a lot of leaves have been swept up. The compost bins behind the café which were attracting tree roots have been dug out and the compost spread on the borders. The compost bins now contain removeable bags and are lined to make future emptying a lot easier. Our thanks to Nigel and Margaret for their perseverance in digging it all out, and to SCC for taking away the large quantity of weeds regularly dug out. The Church street corner has been tidied up and the herbs and plants in this area moved alongside the fence. Since this area was opened up by removal of a couple of trees last year, it is now a much more attractive area of the park. A lot of the leaf compost has been moved here, and will hopefully help to prevent it becoming so dry in the summer.

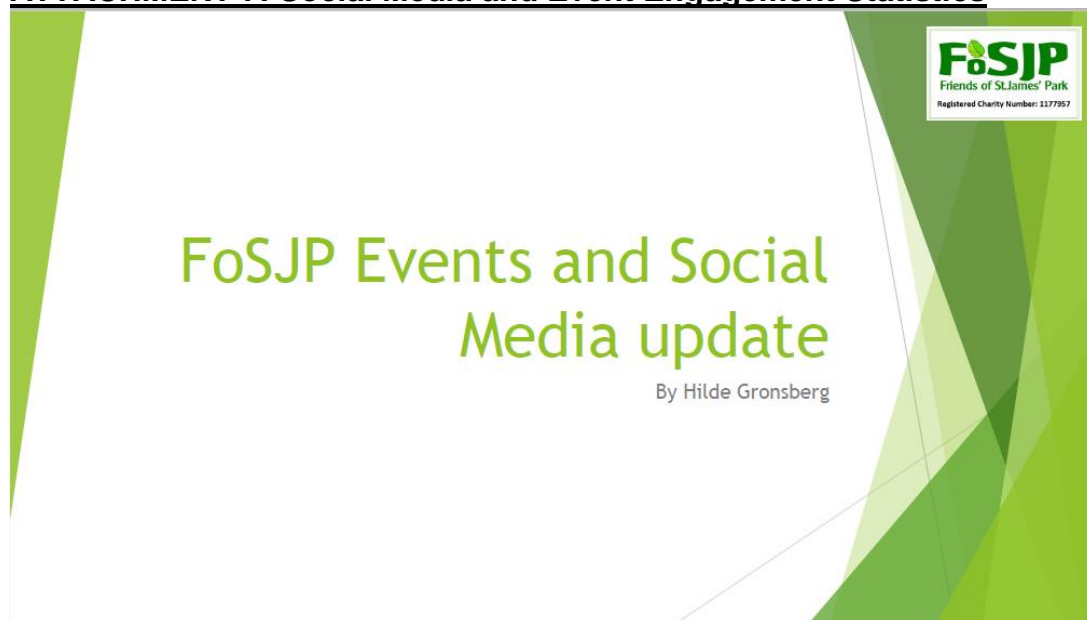
The garden team have been active throughout the year weeding and tidying and we have again had many spare plants donated to us, which have been planted around the park. The large planters around the café have again this year provided lovely colour, and particularly we would like to thank Joan, who has kept the planters watered and tidied throughout the year. We also appreciate the support from local businesses who have donated many of the plants to keep them looking so good.

Some of our regular gardening activities were captured by a team from Solent University who came down to interview our team and to film some of the work in progress.

Thanks to our ever busy Marina, we have had large teams visit on two occasions from Aviva and their support made a tremendous impact on the appearance of the Park as the whole perimeter was covered with weeding and litter removal.

I would like to thank SCC for the effort and help they have given to the park this year despite the pressure they face on their resources, to the many donations of plants we are so pleased to receive, and finally I would like to thank all of the regular and occasional members of the garden team for their help in keeping our park such an asset to Shirley, and for the fun we enjoy at the regular garden team meetings.

Mike Sanderman



Over the last year we have had an active calendar with various events and our social media has followed suit.

Here is an overview of what we have been up to and a closer look on our own events.



# Events

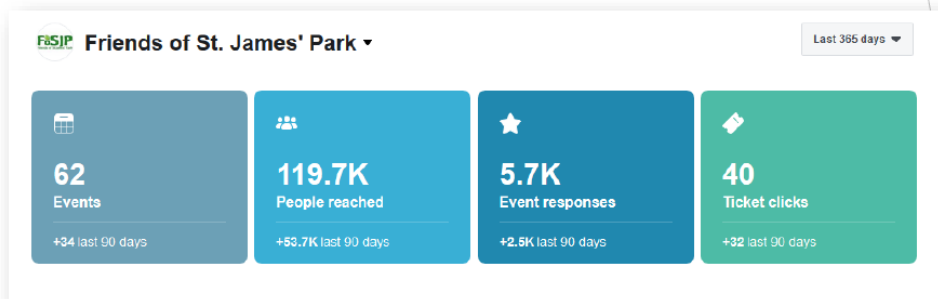
FoSJP's Facebook group is a great channel for showcasing what is happening at the park:

- From the FoSJP groups; Gardening group, History, Legal Advice, Dementia and Serendipity group, to our larger annual events Easter, Summer Festival and Dog Show (and ad hoc smaller ones).
- Park Picasso, run by the Parklife Manager Paula Shapland, runs a very successful Art group and other family orientated events.
- Active Nation's runs regular sporting sessions and we help publicise them in the form of events and posters for the benefit of our followers.
- We also help advertise bookings from other Charities and local Businesses.



Massive thanks to our own photographer Bruce Larner for wonderful photos to all of our events!

In the last year FoSJP and Parklife Café have held and supported 62 Events, & through Facebook alone we have reached close to 120 000 people. That's Huge!



## Events by FoSJP since last AGM:



DATE:	EVENT NAME:	NOTES:	Facebook stats			Approx. attended at Event:	Volunteers numbers:
			REACHED:	VIEWS:	RESPONSES:		
14/07/2018	St. James' Park Summer Festival		85.900	7.600	3.000	3k +	43
09/09/2018	Family Fairground Fun Day	(replaced postponed event on 2 April 18)	13.000	2.000	1.400	2-3k	
07/10/2018	St. James' Park Dog Show and Family Fun Day	(replaced postponed event on 23 Sept 18)	14.000	603	307	2-3k	
24/10/2018	Halloween trail at St. James' Park		17.500	1.100	436	500	
31/12/2018	New Year Trail and Facepainting		8.200	503	246	500	
20/01/2019	Welcome to St. James' Park, an introduction to what we do at FoSJP		2.200	248	52	30	
22/04/2019	Easter Eggstravaganza at St. James' Park		26.700	2.600	1.300	2-3k	
26/06/2019	Fundraiser event for newly donated defibrillator		3.700	344	78	50	
06/07/2019	St. James' Park Summer Festival	(See video)	44.000	5.000	2.500	3k+	32





Summer Festival 2019

## Upcoming events:

Below is a list of upcoming events, we would welcome you to come and join us!

22/10/2019	St. James' Park Dog Show and Family Fun Day
Halloween 19	Halloween trail at St. James' Park
23/11/2019	Christmas event (TBC)
End Dec 19	New Year Trail and Facepainting
13/04/2020	Easter Eggstravorganza at St. James' Park
End June 2020	St. James' Park Summer Festival



Thank you 😊

Any Questions?

Also, are always on the lookout for people who want to join the Events team and volunteer with us!



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