

Meeting of the Trustees of Liquorice Park Millennium Green Trust 6th Sept 2023, 7:00 pm (Held – High View)

Present: Phil Cragg (Chair) Richard Bayles Alison Griffiths
Penny Toone David Royle

		ACTION
1	Apologies - None	
2	Previous Minutes	
	Previous minutes (6/7/23) accepted as a true record. Proposed: PT Seconded: AG To be up-loaded to website	RB
3	Finance	
a	Overview - RB gave a summary of previously circulated report.	
b	2022-2023 AGM minutes and accounts approved for loading onto web site.	RB
c	Bank change – No progress. Just waiting to see if Lloyds affected by high street bank closures (Unlikely but thought better to wait).	
d	Donations – £75 via Paypal and £130 from M Marsh raised via Sponsored walk.	
e	Expenditure Approvals; i) Meeting agreed for expenditure up to £100 for I Davies to spend on Miss Rose's garden. This includes the request for some steel bar to make plant supports. ii) Additional re-bar and wood required for repair of steps. This will fall under previous agreed spend for materials which wasn't all used.	
f	A very generous donation of Breedon Gravel, from un-used work at Dawber Gardens has been received. It will be used for paths and performance area. This has been added to accounts as a Donation in Kind.	
4	Neighbours Update	
	No issues to report	
5	Risk & Safety Issues	
a	Current areas of concern:	
	- Main Steps; Repairs on-going. Worse areas already complete, awaiting further materials. Remaining steps and adding topping material will hopefully be completed this autumn.	
	- Sunken garden Steps; Monitoring and pushing steps back if they move forward. Considered a satisfactory method for now but need to keep an eye on them.	RB
	- Southern Boundary; see Section 9a for update.	

	- Viewing Platform; Fund for materials ring fenced. Not considered urgent but need to keep our eyes on it (regular checks carried out).	ALL
b	Accident Report Book – No new issues.	
6	Governance	
a	GDPR. Coming up for annual review. PC will review and circulate any changes.	PC
b	After checking with Charity Commission and in light of a number of potential venerable volunteers, we are in need of a Safeguarding Policy. PC will circulate for comment/approval. Agree that at least two Trustees (PC & AG) should do a safeguarding course (Possibly all trustees if viable & on-line)	PC
c	Land Registry name holder. RB to contact NW about progressing the updates.	RB
d	Volunteers Handbook has been updated (correcting Trustee details). RB to forward copy to AG.	RB
e	Equipment list – still needs updating. Agreed to do audit of park on-site equipment to bring list up to date.	RB
7	IT	
a	<u>Liquorice Park email list</u> 137 active subscribers. Last e-mail sent had an open rate of 60%.	
b	<u>Website stats (now based on Google analytics)</u> Jun 2023 Unique visitors 348, Pages viewed 909. Jul 2023 Unique visitors 224, Pages viewed 393. Aug 2023 Unique visitors 149, Pages viewed 290. Average per month since April 2021 is 196 Unique visitors and 434 pages viewed. Not unsurprisingly numbers rose above the average around the time of the open day.	
c	Most visited pages in last three months were, - Home Page - Open Day - Map - History - Find Us - Volunteers RB still to contacted NW to see if she may be interested (or know someone) who could write a more comprehensive history article on the park and surrounding area. Reminder that QR codes are a very good way to direct people to more information. As examples we could include them on signs directing to potential articles such as Miss Rose's Garden and History of the Herb Garden etc. Agreed RB would circulate a general update for the website / mail as we haven't posted anything since June. Will look to include the community day video.	RB ALL RB
8	Volunteers	
	AG provided a summary report (attached as Appendix).	
	Suggested that one of the new Network Lincoln volunteers could possibly take responsibility for the wildlife and fauna survey as that's their area of education/interest.	AG

9	The Park	
a	<p>Southern Boundary</p> <ul style="list-style-type: none"> - Bus Stop Wall; Confirmed as responsibility of County Council. - Low Wall; Need to re-clear the section of remaining smaller shrubs/ trees. Still intend to investigate the possibility of pulling remaining larger trees down, into wild copse area (winter activity). Will tackle smaller tree first. 	All
b	<p>Miss Rose's Garden – DR to complete low level edging around the path.</p> <ul style="list-style-type: none"> - Agreed expenditure for plant supports as per ID's suggestion. 	DR
c	<p>Performance Area – Awaiting confirmation from contractor for first phase. Have potential alternative contacts if not successful.</p>	AG
d	<p>Allotment – Number of the preliminary actions have been completed or are in hand. Current Plan as follows.</p> <ul style="list-style-type: none"> - Lower path near entrance and add gate. - Remove all metal (including the compost bins) - Remove all brambles/roots from cultivation area. - Rotavate cultivation area / level out - Complete dead hedge - Probably sow cultivation area with wildflowers & add bulbs to area in front of hedge. - Replace water hose with underground pipework to new tap near herb garden / Miss Rose's Garden. <p>Note – hoping to get approval for use of Community payback labour to remove brambles and dig trench for water tap.</p>	ALL
e	<p>Vandalism – After a summer of relatively little damage (Mainly branches broken off fruit trees) we have had the picnic benches on the performance area bank damaged. RB will repair and investigate possibility of sighting an additional camera in the area.</p>	RB
10	Any Other Business	
a	<ul style="list-style-type: none"> - DR requested if potentially himself and another volunteer could do a Scything training course. DR agreed to get potential costs, we could then have further discussions before deciding. 	DR
b	<ul style="list-style-type: none"> - Some of the council provided dog fouling warning signs have been placed in park. Suggested remaining ones be place on some of the rubbish bins. 	RB
c	<ul style="list-style-type: none"> - Sunken garden Cone refurbishment by TESS on hold following closing of business. However original personnel still hoping to do the work. AG agreed to follow this up. 	AG
d	<ul style="list-style-type: none"> - PC confirmed we are still waiting for the latest Charity Regulations to become law before we bring the trust deeds up to date. 	
13	Next Meeting	
	Date agreed – Wednesday 8/11//23 at 7:00 pm	ALL

APPENDIX 1

Volunteer Co-ordinator's Report for Trustees Meeting

Alison Griffiths

Sept 2023

Volunteer numbers remain stable, averaging about 8 attendees per session out of a total of 25 signed up. The age range is 19 to 70+ with an increase in under 60's and 5 in the 19-23 age group referred to the Park by the Network Group. Recently three more volunteers have signed up and are fitting in well.

This Friday, I am having a meeting with Gabby Wright, Project Co-ordinator of the Network Lincoln, to discuss how her clients are progressing and to put into place some forms of formal communication to safeguard these vulnerable young adults.

Work Carried Out

Steps

Paul, Richard, Owen and David (W) have repaired the worst of the steps. There are still steps requiring attention. These will be done over the autumn months.

Gates

Richard is planning to carry out repair of gates – one into the herb garden and the other to the allotment.

Meadows

Partially cut and raked but more to be done.

Dead Hedges

Good progress being made on tidying these up. More work required on new dead hedge in allotment. Now nesting season is over, copse thinning will provide material for stakes and infill.

Allotment

Some fallen trees have been cleared and the southern boundary has been kept tidy.

Pond

This needs completely re-building, using a liner. A good winter project.

Once again, a special mention for Richard for continuing to empty the bins and keeping grass areas cut with both mower and trimmers.

Generally all is going well. Hopefully over the next few months a lot of tidying of overgrown areas can be done and the park will continue to be beneficial to the welfare of our volunteers through carrying out this work while also enjoying the social interaction.