

# Meeting of the Trustees of Liquorice Park Millennium Green Trust 8th Nov 2023, 7:00 pm (Held – High View)

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

		<b>ACTION</b>
<b>1</b>	<b>Apologies - None</b>	
<b>2</b>	<b>Previous Minutes</b>	
	Previous minutes (6/9/23) accepted as a true record. Proposed: DR    Seconded: AG	To be up-loaded to website RB
<b>3</b>	<b>Finance</b>	
<b>a</b>	Overview - RB gave a summary of previously circulated report.	
<b>b</b>	Required details of 2022-2023 accounts have been sent to the Charity Commission.	
<b>c</b>	Bank change – All agreed to stay with the Co-op bank for the time being.	
<b>d</b>	Donations – £861 received from Co-op Champions award. AG has sent a thankyou message.	
<b>e</b>	Expenditure Approvals; i) Approval of £90 for repair of Viewing Platform (via e-mail correspondence). ii) Approval of £250 for 23/24 Insurance premium. iii) Approval payment of safeguarding course for PC and AG.	
<b>f</b>	A very generous donation of vouchers (£150) for bulbs was received. This has been added to accounts as a Donation in Kind.	
<b>g</b>	Insurance - RB reported the potential issues raised (circulated by e-mail) have been resolved. Meeting approved staying with current Insurance provider. Payment was approved.	
<b>4</b>	<b>Neighbours Update</b>	
	No issues to report	
<b>5</b>	<b>Risk &amp; Safety Issues</b>	
<b>a</b>	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/winter.	
	- 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>b</b>	Accident Report Book – AG reported no new issues.	
<b>c</b>	Signs – Wording for caution over slip and trip hazards has not been included on the new signs but is still a requirement from the risk assessments. Meeting agreed we should have some wording. AG to liase with sign suppliers as there is potential to get this changed.	AG
<b>6</b>	<b>Governance</b>	
<b>a</b>	GDPR. PC has completed the annual review. Actions: AG to check Volunteer list and remove information on anyone who has not contributed for over 3 years (also to pass list to DR to remove applicable messenger names). RB to investigate Mail chimp to remove anyone who has not opened/read any e-mails for 3 years (more a cleansing issue).	AG / DR / RB
<b>b</b>	Safeguarding - PC has completed on-line course. AG still to do. Agreed AG will be first contact with PC as a back-up. Policy was approved and will be added to web-site.	PC / RB
<b>c</b>	Land Registry name holder. RB still to contact NW about progressing the updates.	RB
<b>d</b>	Volunteers Handbook requires update following safeguarding. RB to update with wording sent by PC.	RB
<b>e</b>	Equipment list – needs updating. Agreed to do audit of park on-site equipment to bring list up to date once new tools obtained (Brush, trowels).	RB
<b>f</b>	Trustees unanimously agreed to renew Davis Royle’s role as a trustee for a further term (current term ends in Dec).	
<b>7</b>	<b>IT</b>	
<b>a</b>	<u>Liquorice Park email list</u> 140 active subscribers. Last e-mail sent had an open rate of 67%.	
<b>b</b>	<u>Website stats (now based on Google analytics)</u>  Sept 2023 Unique visitors 122, Pages viewed 251. Oct 2023 Unique visitors 162, Pages viewed 369. Average per month since April 2021 is 193 Unique visitors and 426 pages viewed.	
<b>c</b>	Most visited pages in last three months were, <ul style="list-style-type: none"> <li>- Home Page</li> <li>- Find Us</li> <li>- History</li> <li>- Map</li> <li>- Summer Update</li> <li>- Volunteers</li> </ul> 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.  Currently no plans for a news article however potentially may have something from volunteers in the future.	RB
<b>8</b>	<b>Volunteers</b>	
	AG provided a summary report (attached as Appendix).	

<b>9</b>	<b>The Park</b>	
<b>a</b>	<p><b>Southern Boundary</b></p> <ul style="list-style-type: none"> <li>- Bus Stop Wall; City Council has raised concerns over the wall. PC forwarded the confirmation that the County Council have taken responsibility.</li>   <li>- 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.</li> </ul>	All
<b>b</b>	<p><b>Miss Rose's Garden – DR to complete low level edging around the path.</b></p> <ul style="list-style-type: none"> <li>- Agreed expenditure for plant supports as per ID's suggestion.</li> </ul>	DR
<b>c</b>	<p><b>Performance Area – Awaiting confirmation from contractor for first phase. AG to chase. Noted the willow needs cutting.</b></p>	AG
<b>d</b>	<p><b>Allotment – Number of the preliminary actions have been completed or are in hand. Current Plan as follows.</b></p> <ul style="list-style-type: none"> <li>- Gate fitted. Path cut (needs infill)</li> <li>- Remove all metal (including the compost bins)</li> <li>- Remove all brambles/roots from cultivation area.</li> <li>- Rotavate cultivation area / level out</li> <li>- Complete dead hedge</li> <li>- Probably sow cultivation area with wildflowers &amp; add bulbs to area in front of hedge.</li> <li>- Replace water hose with underground pipework to new tap near herb garden / Miss Rose's Garden.</li> </ul> <p>Note – hoping to get approval for use of Community payback labour to remove brambles and dig trench for water tap.</p> <p>Question raised about ownership of road boundary fence. A number of the wooden fence posts are rotten. AG agreed to raise issue with the council.</p>	ALL        AG
<b>e</b>	<p><b>Vandalism – RB reported we have the wood for the Picnic bench repair. Hoping to complete soon.</b></p>	RB
<b>f</b>	<p><b>Woodchip – Have requested new supply which will be delivered onto performance are hard standing. Currently supplies are restricted due to an outbreak of a fungal disease at one of our sources.</b></p>	
<b>10</b>	<b>Any Other Business</b>	
<b>a</b>	<ul style="list-style-type: none"> <li>- Discussed possible additional Scythe training. Meeting agreed to continue as we are but plan to be more on top of meadow cutting requirements next year.</li> </ul>	
<b>b</b>	<ul style="list-style-type: none"> <li>- DR reported we currently have some issues with help from the Community Payback group which may reduce the help we get.</li> </ul>	
<b>c</b>	<ul style="list-style-type: none"> <li>- 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.</li> </ul>	AG
<b>d</b>	<ul style="list-style-type: none"> <li>- AG to discuss with volunteers the possibility of having a social evening, possibly in the Queen Victoria.</li> </ul>	AG
<b>13</b>	<b>Next Meeting</b>	
	Date agreed – Wednesday 10/1/24 at 7:00 pm	ALL

## **APPENDIX 1**

### **LIQUORICE PARK MILLENNIUM GREEN TRUST**

#### **Volunteers Report**

7<sup>th</sup> November 2023

#### **Alison Griffiths – Volunteer Co-ordinator**

There has been a steady influx of new volunteers recently and all have integrated well. It is encouraging that many are young adults – some Lincoln University students and other referrals from The Network organisation and the website. There is now diversity of ethnicity and gender which has created a vibrant community. Many new friendships have developed and generally all are benefitting from maintaining the park, learning new skills and being outside.

The top of the park has seen overgrowth round the meadow cut back, dead hedges strengthened and improved, the stone seat re-built and the spring copse has had unwanted saplings and brambles removed and will now be left until next year. The small herb garden has been tidied and bulbs planted. Daffodil bulbs have been planted in the top meadow and alongside the main steps and around trees.

Richard has repaired the gate to the herb garden and installed a gate at the entrance of the allotment.

There is plenty of work for all the volunteers over the winter with steps to repair, path maintenance, bulb planting, composting, copse thinning, dead hedge work and generally cutting back dead grass and brambles.

Recent wet weather has held back some work as the ground is waterlogged and slippery and difficult to work on. Hopefully there is better weather ahead.

A rough breakdown of age groups: -

8 x 19-30 year olds    4 x 30-40 year olds    1 x 50 year olds    6 x 60-70 year olds  
4 x 70 plus year olds

This is encouraging for the future of the park.