

Meeting of the Trustees of Liquorice Park Millennium Green Trust 17th Jan 2024, 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 (8/11/23) 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	Agreed to bring Petty Cash float back up to £100 (RB to send monies to PT)	RB
c	We've been awarded £1250 from the Carholme Community Chest, for the Performance Area re-vamp. Monies are a risk as they are subject to meeting various paperwork requirements on completion of the work.	
d	Expenditure Approvals; i) Approval of £40 for refresh of Petty Cash Pot. ii) Approval of £3030 for next phase of Performance Area Revamp.	
4	Neighbours Update	
	Western Boundary House on Carholme Rd up for sale.	
5	Risk & Safety Issues	
a	Current areas of concern: - Main Steps; Repairs on-going. Worse areas complete. Have materials for repairing the remaining ones needing most attention. This and adding topping material will hopefully be completed this winter / spring. - Sunken garden Steps; Monitoring and pushing steps back if they move forward. - 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).	RB ALL
b	Accident Report Book – AG reported no new issues.	
c	Signs – Wording for caution over slip and trip hazards isn't on the new signs but is still a requirement from the risk assessments. AG in on-going communication with sign suppliers as there is potential to get this changed. Post meeting Note – Previously agreed wording was, "Be Aware, Take care – Un-even and slippery surfaces, steps and paths".	AG

6	Governance	
a	GDPR. AG confirmed Volunteer list does not include anyone who has not contributed for over 3 years. We're not sure about "X" (formally Twitter) or Mail Chimp but not considered a GPDR issue.	
b	Safeguarding - AG still to do course. RB agreed to check Policy wording as to how many need to do course.	AG / RB
c	Land Registry name holder. RB reported Land Registry have finally responded and confirmed forms that require completing. RB Just needs to get a passport photo and then will complete.	RB
d	PC reported he has been reviewing the Charity Commission site and there are still some areas of Governance we need to review/address. PC is happy to do this.	PC
e	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
7	IT	
a	<u>Liquorice Park email list</u> 140 active subscribers. Last e-mail sent had an open rate of 65%.	
b	<u>Website stats (now based on Google analytics)</u> Nov 2023 Unique visitors 108, Pages viewed 270. Dec 2023 Unique visitors 95, Pages viewed 486. Average per month since April 2021 is 187 Unique visitors and 423 pages viewed.	
c	Most visited pages in last three months were, <ul style="list-style-type: none"> - Home Page - History - Find Us - Map - Contact Us - Trust Information RB reported no further at this stage in finding someone to write a more comprehensive history article on the park and surrounding area. PC to write an article requesting old photos of the park, which could be interesting for people.	PC
8	Volunteers	
	AG provided a summary report (attached as Appendix).	
	<u>Note - This paragraph has been redacted for public viewing.</u>	
9	The Park	
a	Southern Boundary <ul style="list-style-type: none"> - Bus Stop Wall; AG reported City Council have again raised concerns over the wall. AG confirmed back that the County Council have taken responsibility. RB has signed 	

	<p>the paperwork authorising the County Council (or their contractors) to access the land to carry out any remedial work.</p> <ul style="list-style-type: none"> - 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	Miss Rose's Garden – DR to complete low level edging around the path.	DR
c	<p>Performance Area – First phase complete. Contractor has sent invoice. RB to send cheque.</p> <p>Quotation for second phase received to replace wooden edging and re-surface. All agreed to accept the quotation.</p> <p>AG stated she was happy to look for further funding for potentially replacing some of the grass humps with better seating.</p>	RB AG 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"> - Gate fitted. Path to gate complete. - Remove all metal is ongoing. Currently removing old(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> <p>AG reported council have confirmed the wooden fence posts are our responsibility. Awaiting confirmation for the concrete wall.</p> <p>Two volunteers have offered to take the allotment in hand. Trustees agreed these two are very trustworthy and hard workers.</p>	ALL AG
e	Woodchip – Agreed to move current gravel into sacks to enable woodchip to be delivered to usual place. Sacks to be place to the side of where pile is now.	
f	Rain! – Generally the park didn't suffer too much from the exceptional rain fall in recent weeks. Biggest issue was the streams of water running east to west along the two main cross paths which flow onto the western steps. This has eroded the steps slightly. Meeting agreed to investigate cutting out some form of culvert on these paths, at certain points, to try and direct the water off the path.	RB/DR
10 Any Other Business		
a	Letter received regarding the Sunken Garden Cone refurbishment. Letter included potential options to complete the work. Trustees agreed we should carry on with original plan of sticking the tiles on as they have started. AG agreed to follow this up.	
b	PT raised the issue over the Liberal Democrat Newsletter which referenced the park but was both inaccurate and included details which the trustees had concerns over. PT agreed to write to the local Lib-Dem party with our concerns..	PT

C	DR raised the issue over adding a “perching bench” below the dead hedge on the top meadows. Trustees agreed. DR to get Payback group to look at supplying. Seat must be secured to the ground.	AG
d	RB raised issue over small (Cian) seat which was in the orchard. This has been vandalised and moved to behind the big compost heap where it is used as a drinking den (cans everywhere). Agreed to get rid of bench as too small / flimsy to secure easily. AG to see if Dauber Gardens want it.	AG / RB
e	RB raised issue over large bin at top of Eastern Steps. Bin is too large to empty easily and regularly gets overfilled (Suspect element passing footfall along road than park). Meeting agreed to initially remove the bin and see what happens. Will possibly install a smaller bin that volunteers will hopefully empty at a later stage. RB requested that responsibility for bin emptying is more equally shared.	RB ALL
13	Next Meeting	
	Date agreed – Wednesday 20/3/24 at 7:00 pm	ALL

APPENDIX 1

LIQUORICE PARK MILLENNIUM GREEN TRUST

Volunteers Report

7th November 2023

Alison Griffiths – Volunteer Co-ordinator

Cold and extremely wet weather resulted in several sessions being cancelled before Christmas on health and safety grounds.

Despite this, volunteers continued to attend when ground conditions and weather permitted, although it has been difficult to carry out many planned tasks.

New volunteers continue to join. Some of the referrals from The Network have not attended regularly on the lead up to the Christmas break. I am soon to have a meeting with one of the Network managers to discuss the situation and the best way forward.

An impromptu Christmas social was held at the Victoria pub which was well supported and enjoyed by all, giving an opportunity for the Wednesday and Sunday volunteers to get to know each other.

James Brown (local Lib Dem candidate) mentioned the Park in a recent political newsletter. It would have been preferable for the Trustees to have viewed before being distributed throughout the ward. As a result of this flyer, a prospective volunteer, Sue, turned up without having made contact beforehand. She was unsuitably dressed unprepared for slippery conditions. Unfortunately she did not stay for coffee break, disappearing without prior warning. She was however closely supervised.

Most of the steps are now safe and despite the torrential rain have stood up remarkably well thanks to Paul and Richard's expertise.

Composting is being successfully managed, the willow screen has been trimmed, dead hedges being constructed and herbaceous beds being tidied ready for spring. It is good to see that many of the daffodil bulbs planted in the autumn are beginning to come through.

Average attendance continues and gratifying that the park has support of enthusiastic volunteers in the 20-40 age group boding well for the future.

Before the start of nesting season, the copses need thinning, blackthorn, sycamore and cherry saplings need removing as well as continuing bramble management.

The allotment is steadily progressing thanks to Richard and David Willows but still a long way to go.

Hopefully some better weather is on its way and more normal activities can resume.