

Meeting of the Trustees of Liquorice Park Millennium Green Trust 18 March 2022, 2.30 pm (Held – High View)

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

		ACTION
1	Apologies	
	N/A	
2	Previous Minutes	
	Minor corrections to previous minutes (4/2/22) agreed. RB to correct and upload to website. Minutes were agreed as a true record. Proposed: AG Seconded: ID	
3	Resignations	
	Governance and Charity commission documentation complete. The following are still in process;	
	- Land Registry. Electronic inquiry made, awaiting response.	RB
	- Bank. Change of authorisation forms completed and signed. RB to post. AG has agreed to be third authoriser.	RB
	Dudley and Nicola to be contacted to see if they have any old park information that would be good to be archived electronically. RB offered to do any scanning if they have potential documents they are happy for us to have / borrow.	
	- RB contacted Nicola who wishes to continue to keep the archive of Liquorice Park papers in a volunteer capacity for the time being.	
	- PC to contact Dudley.	PC
	DR reported wood has been obtained for owl boxes and should be produced within next few weeks. Need to consider best placement.	DR
4	Finance	
	RB previously circulated financial summary. One correction due to reimbursement underpayment of £5.	
	Draft FY21-22 accounts have been circulated for review prior to year-end. Looking to approve on 1/4/22, so they ready for AGM.	All
	PT/AG still looking for suitable picnic bench for grass area above performance area (ID to help if transport needed).	PT/AG
	Not very confident over arbour mural being done. Several other ideas briefly debated around potential herb garden information PT/AG to consider further.	PT/AG

5	Safety	
	Agreed to include a Safety section in these and all future minutes to ensure issues are suitably resolved and not forgotten.	
	Draft updated risk assessments have been completed. One additional action required with respect to leaving stumps when tree/shrub cutting (see section 8 for more detail). Any additional comments / suggestions to be forwarded to RB.	ALL
	Current areas of concern:	
	- Main Steps; Keeping a watchful eye, one or two may need repairing this year. Looking at possibly adding a topping material to prevent water collecting on some steps.	RB / AG
	- Sunken garden Steps; several loose slabs. Consideration needs to be given as to best way to repair these.	RB
	- Orchard Grass Bank; Steps to be added to path at top of meadows path. Step/Slope becomes very slippery when wet.	RB
	- Southern Boundary; Currently awaiting quotes for estimate of required funding (AG is chasing). Trees & shrubs above eastern end have mostly been cleared. One/Two trees need professional Tree surgeon to remove safely. AG to inquire to see if this can be done.	AG AG
	- Viewing Platform; Fund for materials ring fenced. Not considered urgent but need to keep our eyes on it (check sturdy). Enquire with college for labour?	ALL AG
	- Boundary Review; Need to carry out check of all boundaries (overhanging branches, dead trees, shrubs, damage etc.) in next few weeks, whilst access is easiest (before growth of brambles etc.)	RB
6	Management Plan 2022	
	Minor corrections agreed. RB to correct and combine into one document for issue onto website.	RB / ID
7	Neighbours Update	
	Concern over rubbish / bin bags from Alexander Terrace – Quite a common issue on windy bin collection days, as number of houses don't / can't have bins. No further action currently. RB reported brambles and branches that were overgrowing the garage on house at corner of Yarborough Rd boundary have been removed (Not sure neighbour was aware).	
8	Governance	
	Accident - ID reported recent incident had been recorded with shin injury due to exposed tree stump, whilst clearing slope on southern boundary. Discussed and agreed no need to amend handbook but where trees / shrubs are cut, in areas where footfall is likely (i.e. grass edges along paths, benches etc.) then better for stumps to be left 2 to 3 feet tall or removed. Volunteers to be verbally informed of this requirement.	All

	Trust Aims Health Check – ID had circulated initial draft (not all had reviewed). Discussion had on each aim and possible suggested measures (success / failure). Agreed a sensible document but we need to be careful on what we potentially commit too and / or are responsible for. ID to update and will be re-reviewed.	ID
	Discussion on need for events and wildlife co-ordinators. Mixed views whether one person or several people. Agreed to send out a request for interested parties who may want to help with these positions.	ID
	Survey – Report published on social media and copies sent to applicable people / organisations (i.e. Community police).	
	Proposed list of initial actions not formally done, however several initial updates agreed and/or in hand; More seating, bins, and notice board.	
	Agreed the need for Park notice board is needed both for to primarily provide on-going information to those who don't use social media. Discussion on level of information needed on board. Agreed doesn't need to be everything published on social media, but board should have contact number if anyone wants additional information. PC agreed for his number to be used.	
	Vice Chair - Agreed no need for vice chair.	
9	IT	
	ID gave latest data; <ul style="list-style-type: none"> - 113 users now signed onto Mailchimp - WEB unique visits numbers increased from 232 in Feb 21 to 548 in Feb 22 - WEB total visits numbers increased from 278 in Feb 21 to 770 in Feb 22. 	
10	Volunteers	
	AG updated. Averaging 40hrs volunteer work per week. Sunday tends to see more of the younger volunteers, understandably. Usually at least 4 of the trustees present on a Weds. Geocachers are due to visit in March, but not had confirmation.	
11	The Park	
	Memorial Bench - Has now been installed. Seat gets a lot of positive comments and use. AG to enquire with family regarding a plaque so users know about its providence.	AG
	Signs, AG presented full size mock-up of initial proposal. General all agreed basis was good. Will add list / pictures of birds, trees. Kevin Brocklesby at Allen signs seems very keen to help / produce. AG to continue work.	AG
	The original sign paperwork is still with the original sign supplier who has said it will be returned to us but has not done so to date.	

	Damaged Sign - RB still to make more permanent repair. Agreed should replace all boards, one with new wording (AG has approached volunteer for this). Board dimensions needed (RB). Other boards to be replaced with blackboard / notice board. Need to investigate suitable materials. All ideas welcome!	RB ALL
	Miss Rose's Garden - Revised plan had been circulated. Some concerns over current arbour and if it should be moved due to it being used as a drinking area. This could lead to vandalism of new plants. Agreed to move arbour slightly and not to wait for any potential changes with the allotment. No other issues raised with the plan. Agreed to proceed.	
	Question raised asking if we had inquired over an additional council bin at the top of Western steps as the one there often overflows with rubbish. ID to ask council (may be able to add second bin to lamp post).	ID
	Cutting of the meadows raised. RB confirmed lower meadow had been cut but grass on top meadow didn't appear too long. Agreed that grass should be cut again if it's growing too quickly before wildflowers start to grow.	
12	Fundraising	
	Community Gardens Award not applied for, wasn't considered very applicable and very short of time.	
13	AGM	
	Room booked at Lion & Snake and notices ready for fixing at entrances to park. Notices already posted on social media.	ID
	AGM Agenda: PC to give Chairman's address, covering general issues etc. RB to cover finance which can give an overview of projects, AG to provide Volunteer summary and ID to give survey overview (as circulated).	
	PC has contacted the Charity Commission (CC) seeking formal confirmation that we can change the AGM date from the date in the original trust deed. Still awaiting response, but we believe it is something we can do according to the CC guidance document. Change of AGM date needs formal vote at AGM.	
14	Any Other Business	
	PC has formally requested confirmation from insurer over cover for volunteers. Still awaiting response.	PC
	DR reported university surveys have been on-going but not a lot to report, especially on the mammal side of things. One problem is the student projects don't tend to cover a full year – Ongoing. Agreed would be good to have comprehensive list of wildlife, trees & flora etc.	DR
	Meeting finished as time ran out, so didn't go round the room for further AOB.	

15	Items not covered / complete / discussed from previous meetings;	
	Steve Bird, City of Lincoln Council has found some dog fouling warning signs for our use.	AG
	AG is liaising with Nigel regarding the Community payback volunteers. It was agreed that they could help with the Performance Area.	AG
16	Next Meeting	
	Provisional date agreed as 13/05/22 at 14:00	ALL

RB 20/3/022