

Meeting of the Trustees of Liquorice Park Millennium Green Trust 13 May 2022, 3.00 pm (Held – High View)

Present: Phil Cragg (Chair) Richard Bayles Alison Griffiths

		ACTION
1	Apologies	
	David Royle & Penny Toone	
2	Previous Minutes	
	Previous minutes (23/3/22) accepted as a true record. Proposed: AG, Seconded: PC	
3	AGM Actions.	
	Actions from AGM discussed and are either complete or covered elsewhere within these minutes. Agreed AGM Minutes, along with accounts summary and the two reports can be added to the web site. RB to annotate Minutes as draft / unapproved.	RB
4	Resignations	
	Since the last meeting Isla has unfortunately resigned as a trustee. She is however still very involved in the park as a volunteer and her work is very much appreciated.	
	Governance and Charity commission documentation complete. The following are still in process;	
	- Land Registry. Electronic inquiry made, still awaiting response.	RB
	- Bank. Change of authorisation completed, although still one name on in error.	
	Dudley and Nicola have been contacted regarding historical documentation. Dudley has passed all his documentation to Nicola who wishes to continue to keep the archive of Liquorice Park papers, in a volunteer capacity for the time being.	
	DR provided e-mail update regarding owl boxes. Been advised we should only have one in the park (owls are territorial). Box should be ready by end May.	
5	Finance	
	RB previously circulated financial summary – No comments, Due to difficulties in contacting the bank, to resolve issues, it was agreed to re-visit the possibility of changing banks.	RB
	PT/AG still looking for suitable deals for a picnic bench. for grass bank above performance area. (ID to help if transport needed),	AG/ALL

	Ideas for creating mural on Arbour required. Potentially herb garden information PT/AG to consider further.	PT/AG
	AG to chase up request for pre-payment by T.e.s.s. for work on the sunken Garden cones.	AG
6	Safety	
	Risk Assessments	
	- Additional concern of cut trees/shrubs stumps potentially being trip hazards has been added and volunteers informed of ensuring stumps are either removed or left 2 to 3 feet tall in areas where footfall is likely.	
	Current areas of concern:	
	- Main Steps; Keeping a watchful eye. One step recently repaired but will require materials soon for a number of other steps. Also 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. Currently pushing back as required.	RB
	- Orchard Grass Bank; Single step has been added to path at top of meadows path. Step/Slope becomes very slippery when wet. Considering additional steps.	RB
	- Southern Boundary; Currently still awaiting quotes for estimate of required funding (AG is chasing). Have received a useful e-mail from one construction firm highlighting areas we need to consider and potential companies to use.	AG
	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
	Suggestion we dig down behind bus stop wall to check concrete structure is actually there. AG to get volunteers to do it.	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; Report issued to Trustees. Main issues are known and under action. Need to discuss with western boundary property regarding dead tree and vegetation.	RB/AG
7	Neighbours Update	
	AG to take on the role of responsibility for liaising with, and informing, our neighbours of any issues etc. AG to ensure she has all e-mail addresses and contact names. Suggest general contact once per month.	AG
8	Governance	
	PC agreed to take over the role of Governance following ID's resignation.	
	PC suggested that now we understand how and what we can change, with respect to the trust deeds, we should aim to update them, so they can be approved at the next AGM. PC offered to do this work.	PC
	Trust Aims Health Check – PC to review and provide update / wording.	PC
	Discussion on events co-ordinators. Have a number of new volunteers who may be interested. Will however wait for a while to get to know them / us before more formal discussions.	

	At AGM Alex volunteered to take on the role of habitat / wildlife co-ordinator. Need further discussions with DR & university regarding past /ongoing and new surveys as well as mapping the park. As we now have a number of university lecturers as volunteers AG to ask about best contact at the university.	AG / DR / RB
	Upgrade of Liquorice Park sign on Alexander terrace will include a black / chalk board for messages, information etc.	RB/AG
9	IT	
	ID kindly provided latest data; <u>Liquorice Park email list</u> 113 active subscribers. The last email sent was on 4 April. Really needs at least one email a month to keep the communication going. <u>Website stats</u> Unique visitors: 492 - April 2022 (375 - April 2021). Total visits: 694 - April 2022 (772 - April 2021) Note revised website was launched circa 21st April 2021. Visitors then would have been exploring the new website which probably explains higher number of total visits in April 2021 (but lower number of unique visitors). Now have 12 months data on google analytics so for May-22 more detailed data is available for comparisons with previous year.	
	Agreed RB would respond to John Davies e-mail regarding learning and taking over the update of the web site & Mail chimp, at least for the short / medium term. Will request if John or Isla can upload the AGM minutes & report in the meantime.	RB
	AG suggested a number of the volunteers may be willing to produce articles. These will be considered once we learn how to add new items.	
10	Volunteers	
	AG provided a summary report (attached as Appendix)	
11	The Park	
	Signs – Agreed to request minor changes as raised in e-mails. Will receive full size mock-up for final approval.	AG
	Discussion over warning “strap line”. Agreed to have as separate sign. RB to provide initial wording for discussion / agreement. Typical costs to be requested.	RB/AG
	Damaged Sign - More permanent repair made. Agreed should replace top board one new wording (AG has approached volunteer for this). Lower two boards to be replaced with a weatherproof Chalk Board. All ideas welcome!	AG/RB ALL
	Request to be made regarding an additional council bin at the top of Western steps, as the one there often overflows. AG to ask council (may be able to add second bin to lamp post).	AG
	Management of meadows raised. RB asked if we need to do more to encourage more	AG

	meadow plants. Agreed to leave this year but ensure we keep spring grass levels down (additional mowing). Also need to remove unwanted plants (i.e. Hogweed). AG to add to volunteers work.	
	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
12	Fundraising	
	Nothing currently planned. Anticipated "Bus stop" wall repairs will be the next dedicated requirement.	
13	Any Other Business	
	Non stated	
14	Next Meeting	
	Provisional date agreed as 22/07/22 at 14:00	ALL

APPENDIX 1

Volunteer Co-ordinator's Report 13th May 2022

Alison Griffiths

At present we have 23 volunteers and counting. A local couple and their university age daughter plan to join in June. Fortunately not all the volunteers attend every session. On Wednesdays usually 6-8 are present and Sundays between 8-14.

Last Sunday Geoff Jones from the Lincoln Organic Gardeners Organisation came to talk about compost which was well supported.

Volunteers have a wide range of skills, and many are keen to learn about plants and wildlife management. It is challenging trying to ensure that volunteers feel valued and satisfied with the tasks carried out and more importantly that the wildness/cultivated balance is kept.

Work has started on landscaping the scented garden area which is providing an excellent project. There is also much weeding to be done, a wet area to be developed and working on the performance area will provide more tasks.

The social aspect of the refreshment break is a very important part of the volunteering experience, benefitting everyone. It is always rewarding watching new friendships develop among all the different age groups with a growing sense of community and belonging.

During graduation week two ex-volunteers Callum and Perrine visited us to say hello which was delightful for us all.

There is a reasonable turnover of volunteers which works well as it means many more people are able to enjoy the LP experience and benefit from being in a green space and numbers remain at a manageable level.

RB 15/5/022