

Meeting of the Trustees of Liquorice Park Millennium Green Trust 22 July 2022, 2.00 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 (13/5/22) accepted as a true record. Proposed: AG, Seconded: PC To be up-loaded to website	RB
3	Resignation Actions	
	Governance - The following is still in process; - Land Registry name holder. On-line inquiry made to change name, still awaiting response.	RB
	Owl Box has been delivered and position selected. Anticipate installation within next 10 days.	RB
4	Finance	
	RB previously circulated financial summary – No comments.	
	RB gave update on potential alternative bank accounts. Agreed we should proceed with favourite (Lloyds) and investigate further.	RB
	Ideas for creating mural on Arbour required. Potentially herb garden information PT/AG to consider further.	PT/AG
	Pre-payment made to T.e.s.s. for work on the sunken garden cones. AG reported work has started.	
	Petty Cash to be refreshed. PT to take back over.	RB
	Monies to be allocated for shed refurbish and potential new water tap location.	RB
5	Neighbours Update	
	DR reported contact with neighbour who may be able to help as possible source for any new trees (Hawthorn etc).	
6	Safety	

a	Risk Assessments	
	Current areas of concern:	
	- Main Steps; Keeping a watchful eye. One step needs repair. Have wood but require rebar. Number of other steps will need repair soon. Still considering looking at possibly adding a topping material to prevent water collecting on some steps.	RB / AG
	- Sunken garden Steps; Cement backing removed from loose slabs to allow step to push back further. Considered a satisfactory method for now but need to keep an eye on them.	RB
	- Orchard Grass Bank; Will add additional steps later in year, have wood prepared.	RB
	- Southern Boundary; Bus stop wall getting worse. Agreed to initially ask the recommended named companies for quotes keeping the two jobs separate. Regarding bus stop we need to remove bricks to check not a bigger issue behind. Advice sought regarding the two trees which we couldn't remove. Advised we would need to close road the Road to bring down if used Council services (or similar). However suggested we could possibly do ourselves by pulling tree down into wild copse area. Area would need clearing and to be done in late autumn. Agreed to investigate further and will look at smaller tree first.	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
	Concern over the potential for fires was raised. Agreed there's not a lot we can realistically do apart from removing piles of cut grass and placing warning signs at entrances to park and on the viewing platform. PT/AG agreed to create signs.	PT/AG
	DR raised the issue of cracks appearing in path across top meadows. Agreed not a lot we can do at the moment as they are also appearing on most of the paths due to the very dry weather and clay soil.	
b	Accident Report Book – Now held by AG. No new issues to report.	
c	Warning sign wording – Agreed to suggestion “Be Aware, Take care – Un-even and slippery surfaces, steps and paths.	AG
7	Governance	
	PC reported he hopes to have draft of proposed changes by next meeting.	PC
8	IT	
	<u>Liquorice Park email list</u> 119 active subscribers. Several e-mails sent recently. Will try to send one email a month to keep the communication going. Open rate between 62 & 75%. <u>Website stats (see note below)</u> Unique visitors June 2022: 178 (up 7% from June 2021). Pages Viewed June 2022: 533 (down 24% from June 2021)	

	*Note numbers updated prior to final publication of minutes due to change in method of calculation, now use Google analytics).	
	RB has taken over the update of the web site & mail chimp. Many thanks to John & Isla for their help and continued guidance.	
	AG requested if Isla could have password for adding volunteers to messenger. Currently need to add approx. 5 people. DR to talk to Isla	DR
	PC to set-up Trustee WhatsApp group. DR to download so all trustees can be part of group.	DR/PC
9	Volunteers	
	AG provided a summary report (attached as Appendix). RB to redact where necessary.	
10	The Park	
a	Boundaries – see Item 6	
b	Signs – PC to provide comments on wording. AG to proceed with discussions with printer.	PC/AG
c	Mel's donation – Is being used for various projects, item to be closed.	
d	Miss Rose's Garden –. Need to create path and a few other tweaks but overall looks very good and is well used already. Many positive comments.	
e	Events – Johns' Allsorts play and book reading. Unfortunately response for Saturday's meeting for volunteers was not good. AG reported John is to speak on local radio.	
f	Graffiti & Bins – Most of "Faiths" latest works has been removed.	
	<ul style="list-style-type: none"> - PT has some spray paint and will create something for the two black metal bins. It is hoped that if these bins have some art on them it may discourage random taggers. - AG reported, via other community forums, that area is undergoing a spate of graffiti and vandalism, which the authorities are aware of. AG is reporting all park incidents. - 	
g	Water Tap – Currently allotment tap can be used but is awkward. Agreed to look at re-positioning a tap nearer the herb garden.	ALL
h	New Allotment – Awaiting council decision on how to proceed. In mean time we will tidy up (remove litter and debris, clear growth etc) as the seasons and volunteers allow. We won't however encourage public access (keep entrances blocked etc).	ALL
i	Tool Store re-build – Agree to rebuild, possibly with help from planned volunteering group. Costs should be less than £80 for wooden posts and postcrete. Need to think about roof. Agreed to think about size of bays and incorporation of a tool security box. Options to be investigated.	RB/AG RB/AG
j	Picnic Bench – AG reported prices seem to be dropping. Will keep an eye out for bargains.	AG
11	Fundraising	

	Volunteer Mel has got the wheels turning for a potential fundraising from Lush in Lincoln who have a fundraising day on 30/7/22. Possible to have a presence in the shop to publicise the store. AG to think about existing posters etc.	AG
13	Any Other Business	
	- City Council have provided some dog fouling warning signs. Need to be placed in park.	RB
	- Request to support Lincoln half marathon as it passes park (18/9/22). We be reviewed closer to event.	ALL
	- Request for an open day this year. Trustees decided time was too short but agreed we should hold one prior to the summer holidays in 2023.	
	- Calendar for 2023. Agreed we would give prospective volunteer 2 months to provide calendar concept and pictures etc. This would give time for cost effective production.	AG/PT
	- Prospective Trustees, agreed to initially ask prospective trustee to attend several Trustee meetings prior to final acceptance.	AG
	- DR raised the issue of a parking space as part of the Performance area refurbishment. Would have the benefit of being able to be used for deliveries as well as for the new payback volunteer's welfare van. Could have a security bollard to prevent residential / unwanted parking. Concern over damage to bollards etc by lorries turning in the area. Initially agreed to look at potentially just removing current stones to park. Further thoughts welcome.	All
14	Items / Actions not discussed	
	Alexander Entrance Sign - 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!	All
	AG is liaising with Nigel regarding the Community payback volunteers. It was agreed that they could help with the Performance Area.	AG
	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
	Previous action was - <i>At AGM Alex volunteered to take on role of habitat / wildlife co-ordinator. Need further discussions with DR and 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. Alex has done the fauna survey but other actions not complete.</i>	DR/AG
	Boundary review; Report sent to trustees. Main issues are known and actions known however need to discuss with western boundary property regarding dead tree and vegetation.	RB/AG
15	Next Meeting	
	Provisional date agreed as 23/09/22 at 14:00	ALL

APPENDIX 1

Volunteer Co-ordinator's Report

Alison Griffiths – 22nd July 2022

Despite the unusually hot weather, volunteering has continued twice a week, although only the brave turning up when really hot. The sessions started an hour earlier on some occasions and finishing early after a coffee break under the shade of the oak tree behind the tool store.

New volunteer, Owen is proving to be committed and enthusiastic and several volunteers in their 30's come mainly on Sundays, as they are working. We have five volunteers who are lecturers at Lincoln University and come when their workload permits.

The park does have a role to play in supporting general well being of local residents and I believe many have been and are being helped. Long term resident of West Dean, Kevin, has been helping occasionally which is heartening as it gives him so much pleasure to be involved and accepted.

August being holiday time, I am prepared for the numbers to drop and pick up again in September. The meadow cutting is a priority as is the long very dry grass. David has made a start and volunteers have cleared the hay away despite the extreme weather. Having had 2 fires in the park – there is the ever present risk of a major event.

25th August will see a group of approximately 14 volunteers from Siemens coming for an afternoon. Although not definite plans have been made, it has been suggested that re-building the tool store may be an option with removing litter from the allotment and other general tasks for those not of the "handyman" type.

With the nesting season ending at the end of August, there will be a lot more work for the volunteers, especially with the clearing of the allotment.

The park is very fortunate to have so many supportive volunteers who often express their appreciation for being a member of a special community group.

RB V2 23/7/2022